APPENDIX K – TEACHER SALARY SCHEDULE REGULATIONS

1. Salaries are based on teacher services necessary for the operation of the school system for the regular school term, including all scheduled days on the officially adopted school calendar. Makeup of days when school is closed due to snow or other natural causes is a part of the regular school term. Such services include days scheduled for teacher activities when pupils are not in attendance, as well as generally recognized and accepted services incidental to the operation of the school system.

2. General Regulations:

   a. Teachers must present evidence of college work completed for salary schedule placement in the form of official transcripts from the institution(s) where the work was completed. These transcripts become a part of the permanent personnel file of the teacher in the district office and will, upon request, be returned to the teacher upon termination of service with TSD.

   b. Step and column placement adjustments will be made once each year effective September 1. Evidence of qualification for column adjustments must be submitted on or before that date to be qualified for placement adjustment.

   c. Teachers shall be placed on the salary schedule according to their education and prior Preschool-12 parochial, private (see note) or public school (contract) teaching experience. If there is a change in the amount of outside experience accepted for placement on the salary schedule, it shall not be retroactive. Nurses, counselors, psychologists, physical therapists and occupational therapists may receive additional credit for job related experience if recommended by the Human Resources Department only at the time of employment not to exceed Step **12**.

      NOTE: Private school experience will be given yearly if the school has at least 50 students enrolled on a tuition basis. Documentation from a supervisor or an evaluator is required to verify these criteria. Experience other than Preschool-12; for every three years of university, community college or military instructional experience one year of experience credit will be given. Documentation from a supervisor or evaluator is required to verify this experience.

   d. The following is the procedure used in placing new staff on the Salary Schedule B: (No one new to TSD will be placed on Salary Schedule A or be eligible for severance).

0 years of experience	Step 4
1 years of experience	Step **5**
2 years of experience	Step **6**
3 years of experience	Step **7**
4 years of experience	Step **8**
5 years of experience	Step **9**
6 or more years of experience	Step **10**

   e. Placement of returning employees to Salary Schedule B: (No one returning to TSD will be placed on Salary Schedule A or be eligible for severance).

      Employees with less than 12 years of experience steps – LAST STEP EARNED*
      Employees with more than 12 years of experience steps – STEP 12
      Employees who have been involved in a RIF reduction in the previous two years – LAST STEP EARNED*

      **the last step earned is defined as the step a teacher would have been placed on if he/she had remained as an employee.*

f. Returning probationary teachers must fulfill three consecutive school years of demonstrated effectiveness, as determined through his/her performance evaluations and continuous employment to gain non-probationary status.

g. Teachers having earned non-probationary status in Thompson R2-J district may request non-probationary status upon returning to TSD.

3. Regulations pertaining to vertical (step) advancement on the salary schedule:

   a. In order to be eligible for a vertical (step) advancement September 1, a teacher must have been under contract a minimum one semester of the previous year and received an acceptable evaluation. Placement on the maximum step of any column of the salary schedule will be allowed for a teacher who has moved through the column to the next to the last step and remained on that step sufficient time so as to qualify for placement on the maximum step.

   b. Teachers who reach the maximum step on any column in the schedule shall remain at that placement, receiving only the increases in value of the step, until requirements for advancement to another column are met. Once the requirements are met, the teacher will be advanced September 1, to the appropriate column and downward one step if there is a step lower (vertically) than the one they are on.

   c. In accordance with state law, licensed staff on the teacher salary schedule with less than 50% contracts do not accrue credit towards non-probationary status; however, the Thompson School District wishes to reward their experience in TSD by providing them advancement on the salary schedule, both vertically and horizontally.

4. Regulations pertaining to horizontal (column) advancement on Salary Schedule A and Salary Schedule B:

   Hours to advance horizontally generally fit into two categories, namely; Graduate College or University Credit Hours and Thompson Incentive Credit (TIC). Any exceptions to these two categories must meet criteria as outlined below based on the salary schedule. Remember that courses taken within the teacher contract day will not be eligible for horizontal (column) advancement. Courses taken within the teacher contract day may be used for recertification purposes only.

   a. Hours to advance horizontally as indicated on the salary schedule may be semester hours of college or university credit earned from an accredited college or university (quarter hours are converted to semester hours at the rate of 2/3 credit for each hour earned.)

   b. TSD TIC (Thompson Incentive Credit). Submit a TSD transcript for column change. (Pre-approval is not required.)

   c. To be acceptable for column (horizontal) advancement on the salary schedule, college work shall contribute to the professional assignment, the professional growth, and the improvement of competency of the teacher.

   d. Generally, hours earned by newly hired teachers that will not count in initial placement above the B.A. column on the salary schedule are:

      i. Hours received prior to the date of the granting of a B.A. degree.
      ii. Undergraduate level hours.
      iii. Hours needed to meet requirements for the first teaching license (Any degree or graduate credit acquired prior to someone receiving a teaching license will not count in the initial placement of a teacher.) However, when through no fault of the student, the granting of a degree is delayed by the college or university, hours successfully completed after the degree was earned and prior to its actual conferral may be evaluated by the Department of Human Resources.

e. Generally, approval for college or university credit hours earned will be granted to teachers on the staff if those hours meet one or more of the following conditions:

   i. They are graduate level courses in the subject area in which the teacher is currently assigned.
   ii. They are graduate level courses in an approved advance degree program related to the teacher's assignment or for professional advancement.
   iii. They are graduate level courses in a general education or interdisciplinary area.
   iv. They are TSD sponsored in-service courses carrying college/university credit.
   v. They are special courses unique to the teaching assignment (pre-approval required).

However, all hours applied to horizontal column change are subject to approval by the Human Resources Department. If there is any question regarding whether or not a course qualifies under the provisions of this section, prior approval should be obtained.

1. For horizontal movement on Salary Schedule A after October 2004, the following options are available.

   a. Continuing Education Units (CEU's) must be pre-approved by Human Resources.

   b. Undergraduate courses and CEU's will not be approved except in cases authorized by prior arrangement with the Human Resources Department. Undergraduate courses in computers, foreign language, or child abuse education are approved exceptions.

   c. While working toward the completion of a Master's Degree teachers frequently acquire graduate level credits from non-required courses. Credit for placement beyond the M.A. column on the salary schedule will be granted for such graduate courses, provided:

      i. The non-required courses are taken concurrently with required courses during the teacher's last quarter or semester prior to the granting of the Master's Degree.
      ii. The courses meet one or more of the requirements outlined in Items (4 e) 1-5 above.
      iii. Written verification from the college or university, stating that the courses are not required for graduation, is presented to the Human Resources Department for approval prior to the quarter or semester during which the courses will be taken. Other situations will be considered on an individual basis.

   d. As of September 1, 1989, individuals whose educational preparation would place them on more than one column in the salary schedule, they shall be placed in the column furthest to the right.

2. For horizontal movement on Salary Schedule B after October 2004, the following options are available.

   a. Acceptance into a degree end-educational degree program. The applicant must include the acceptance letter, courses required to complete the degree and the Request for Credit Form (Appendix L) describing how the coursework meets school, professional, building and/or TSD goals. (Pre-approval required).

   b. You must have the non-degreed coursework pre-approved Request for Credit Form (Appendix L) describing how the coursework meets school, professional, building, and/or TSD goals.

   c. Teachers will submit a Request for Credit Form to the Thompson Incentive Review Committee (TIC) quarterly, per deadlines published by the committee. (This form is submitted to HR).

   d. Centennial BOCES or other Colorado PDC granting units may be taken for credit with prior approval by TSD TIC committee.

e. With the exception of TIC credit, any teacher who has not completed the pre-approval process prior to taking a class will forfeit rights to count that credit toward advancement on Salary Schedule B.

f. Only graduate level classes or TIC credit will be approved except for teachers accruing subject area credit to meet HR1 teacher quality regulations.

g. Any teacher who is on Salary Schedule A for school year 2004-2005, may follow the above pre-approval procedure to "bank your credits" for possible future movement to Salary Schedule B. Such movement is further contingent of future negotiations.

3. Teachers are responsible for verifying their own placement on the salary schedule. On occasion a teacher may be improperly placed, resulting in an overpayment or underpayment of compensation. The school district or the teacher will immediately notify the other if either becomes aware of such misplacement. Thereafter, an adjustment or repayment may be made, as determined by the Board, but only for amounts accrued or overpaid during the then current school year. In no event shall any claim by the teacher or the school district for overpayment or underpayment be recognized for prior school or contract years.