

**Policy**

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SALARY GUIDES

The Harrison Township Board of Education retains the authority to specify the salary of new positions and to determine the credit to be awarded for placement on the existing salary guide.

A copy of the applicable academic degree must be submitted to the superintendent for an employee to be considered for placement at the appropriate degree level on the adopted salary guide. Proof that a valid New Jersey instructional certificate in the field in which the teacher is assigned shall be submitted to the superintendent for placement on the salary guide. All documented proof of an academic degree(s) and instructional certification shall be part of the employee's personnel file.

Any credits earned during the completion of the degree program that exceed the degree requirements needed to obtain certification for employment will not be counted for advanced credit status on the salary guide. Only credits earned in pursuit of an advanced degree that is related to the present job responsibilities may be counted toward movement/advancement on the salary guide. Placement on the salary guide shall depend on credits earned at fully accredited institutions of higher learning.

No adjustments will be made in a person's salary in regard to degree or advanced credit status after September 1 of each school year.

Adopted: December 17, 2007  
NJSBA Review/Update: June 2014  
Readopted: October 27, 2014

Key Words

Salary Guide, Salary Schedule

**Legal References:** N.J.S.A. 18A:29-9 Agreement as to initial salaries  
N.J.S.A. 18A:29-13 Increase of salary increments  
N.J.S.A. 18A:29-15 Salary schedules in force

**Possible**

**Cross References:** 2130 Administrative staff  
\*2131 Superintendent  
4000 Concepts and roles in personnel  
\*4111/4211 Recruitment, selection and hiring  
\*4111.1/4211.1 Nondiscrimination/affirmative action  
\*4112.2 Certification  
\*4112.6/4212.6 Personnel records  
\*4112.8/4212.8 Nepotism

\*Indicates policy is included in the Critical Policy Reference Manual.