



Easton Area School District

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To: Professional Employees
From: Human Resources
Re: Salary Advancement

The Easton Area School District will continue to grant horizontal salary increments to those professionals who have earned graduate level credits beyond their Bachelor's and Master's degrees. In order to qualify, professional employees must observe the following regulations established by the Easton Area School Board:

- Courses shall be taken in accordance with the tuition reimbursement procedures as outlined in the teachers' collective bargaining agreement.
- Courses taken for additional credit beyond the Bachelor's or Master's degree must be **graduate** level.
- Only those graduate credits earned after the completion of the requirements of the last earned degree and not used to obtain the last earned degree or towards a prior increment request shall be applicable toward qualifying a professional employee for salary advancement.
- Teachers requesting salary increment will be required to submit an **official sealed transcript**. The official sealed transcript from the institution(s) attended shall be evidence of satisfactory completion of all credits earned prior to September 1 and January 1 of each school year.
- We do not accept online or emailed transcripts.
- One column movement shall be permitted every twelve (12) months per individual. The window for submission to Human Resources for column movement will be open only during the months of **September** and **January** on an annual basis. Submissions should reflect a passing score from an accredited institution and must be received by September 30th and January 31st.
- The Salary Advancement Form is available on the EASD website and must be submitted to the Human Resources Department along with the sealed transcript.

EASTON AREA SCHOOL DISTRICT MISSION STATEMENT

The Easton Area School District respects the diversity of its student population and is dedicated to the importance of developing our students into responsible citizens. We will provide each student with an academically challenging program that enhances creativity, develops an ability to use technology, and encourages critical thinking and problem solving. In support of this mission, we will ensure a safe instructional environment and promote life-long learning.