

Article XI

RATES OF PAY

Section 4. Advanced Training Policy: Effective July 1, 2024, the training level of a teacher as of September 1 will determine the salary for the first semester (12 teacher pay periods) and as of the end of the District's first semester will determine the salary for the second semester (12 teacher pay periods). The teacher with sufficient credits or other acceptable experiences to advance on the salary schedule shall file application with the Human Resources Director by September 1 or the end of the District's first semester and submit proof of completion, in the form of an official transcript or, at the discretion of the Superintendent, an official letter from the registrar's office, to the Director of Human Resources prior to October 1 or February 15, whichever may be applicable. Late applications shall be considered for salary adjustment at the next semester.

Subd. 1. Salary Lanes: The following salary lanes shall qualify for advancement on the salary schedule: Bachelor's + 15, Bachelor's + 30, Bachelor's + 45, Bachelor's + 60, Master's, Master's + 15, Master's + 30, Master's + 45, Master's + 60/~~Specialist~~. Teachers with a doctoral degree shall receive an additional stipend above the step on the Specialist lane. Teachers who were placed on the Specialist/MA+60 or MA lane as a result of the provisions of previous agreements shall retain those placements. All credits to advance beyond the Bachelor's Level shall carry a grade that **counts towards credit and the university states that they will accept this credit towards a degree**. One semester credit equals one and a half quarter credits. The Salary Schedule will be based on quarter credits.

Subd. 2. Prior Approval: All advanced training taken under this section shall require approval from the Human Resources Department. Only decisions concerning

experiences for which prior approval was requested shall be eligible for the appeal process described in this subdivision.

Subd. 3. Advancement--Bachelor's to Master's Lane: Credits taken to advance from the Bachelor's to the Bachelor's + 15 lane should be related to the teacher's field, to the improvement of instruction, or to the field of education in general. Credits shall be at the graduate level or higher. To advance to any lane from the Bachelor's + 15 lane to the Master's degree lane, the teacher shall have been admitted to an "in field" graduate program. Subject to pre-approval from the Human Resources Director, teachers may advance to any lane from the Bachelor's +15 to Bachelor's +60 for credits taken and awarded for certain licensures or certifications required by the State of Minnesota, such as Gifted and Talented, Technology or Reading certifications, provided such licensures or certifications are germane to the teacher's assignment or licensed discipline and shall be graduate level courses.

Subd. 4. Advancement Beyond the Master's Lane: Credits taken to advance from the Master's and above should be related to the teacher's field, to the improvement of instruction, or to the field of education in general and shall be graduate level courses. Exceptions to these guidelines, including the "graduate level" guideline, may be approved by the Human Resources Director.

Subd. 6. Any grievance filed as related to Subd. 2-5 of this section shall be carried no further than the Superintendent.

Subd. 7. Definition: Academic field of Licensure (in field): Shall, in the elementary schools, be defined as any subject contained in the District elementary curriculum.