

GUIDELINES FOR PLACEMENT ON THE TEACHER SALARY SCALE

1. Eligible college credit hours earned from a regionally accredited community college, college, or university will be accepted as "credit hours."

Criteria for Eligible Credit Hours

- Is consistent with the Diocesan Long Range Plan; or
 - Is consistent with the School's Long Range Plan; or
 - Pertains to the individual's current assignment or expected assignment for the following school year; or
 - Is necessary for obtaining an endorsement as prescribed by the state board of education (describe the specific endorsement and appropriate essential area for which you are currently working in the "description of applicability" section below); or
 - Is specifically required for obtaining advanced levels of certification (describe the advanced level which you are working towards in the "description of applicability" section below -credits in this category **cannot** be applied towards initial teaching certificate renewal or for maintenance of a continuing certificate); **or**
 - Is included in a college or university degree program that pertains to the individual's current assignment, or potential future assignment as a certificated instructional staff of the school district, where the potential of the future assignment is agreed upon by the school district and the individual (provide a description of the degree program in which you are enrolled in the "description of applicability" section below and ensure a copy of the acceptance letter from the college or university is on file in the Diocesan School Office).
2. All eligible college credit hours earned after the date on which the Bachelor's Degree was awarded will be counted as additional credit hours beyond the Bachelor's Degree. College credit hours earned before the date on which the Bachelor's degree was awarded **will not** be counted as additional hours, even if they were accepted by the State as additional credit hours toward a 5th year.
 3. For an employee whose highest degree is a Master's Degree, all eligible college credit hours earned after the conferring of the first Master's degree will be counted as additional hours beyond the Master's Degree.
 4. All full-time teaching experience (Gr.K-12) after a B.A./B.S.. Degree will be counted as "years of experience" on the Diocesan Teacher Salary Scale.
 5. Part-time employees will not automatically receive one year's service for each year that they have taught. Only those employees working .75 - 1.0 full time equivalency will receive a full year's credit.
 6. Short-term substitute teaching experience will not be credited toward years of service.
 7. Long-term substitute experience in increments of one month (20 consecutive working days) will be credited toward the employee's years of service. Each month will be equivalent to .10 full time equivalency. All long term substitute experience must be verified in writing by the school or school district in which the substitute experience was earned.
 8. Signed contracts will not be renegotiated due to additional earned college credit hours, unless the principal has been notified in writing at the time that the contract is signed that the teacher will be taking additional hours during the summer which will change her/his education level on the salary scale. No contracts will be renegotiated after **October 1!**
 9. Official college transcripts are required as official verification of earned college credits. Copies of transcripts, report cards, etc. will not be accepted in place of an official college transcript.

