

ADMINISTRATIVE POLICY

The online version of this policy is official.
Therefore, all printed versions of this
document are unofficial copies.

SALARY CHANGES BASED ON EDUCATION LEVEL FOR CERTIFIED TEACHERS

The salary lane for certified teachers will be based upon documentation and approval of experience and education level at the time of employment. The educator is responsible for completing the appropriate form and providing required documentation to the Human Resources Department when requesting a change of salary lane based on an increased education level.

1. General Provisions:
Requests for change of salary lane and required documentation must be submitted by June 1st of the current fiscal year (school year) in order for the salary increase to be effective for that year. The salary change will be effective on the pay period following the processing of the request if received prior to April 15th. The salary change will be included on the August paychecks for requests received after April 15th. Requests for salary changes received after June 1st will become effective the first pay day of the following fiscal year. Salary increases based on education level cannot be processed as retroactive to a previous fiscal year.
2. Specific Provisions for Movement in Educational Salary Lanes for Certified Teachers:
 - a. Thirty (30) semester hours above the Master's Degree.
 - i. Must be graduate hours earned after the date the requirements for the Master's Degree was completed.
 - ii. Will be retroactive to the 1st of the month following the completion of the qualifying semester.
 - b. Master's Degree and Advanced Degree changes will be retroactive to the date the degree was awarded and as posted on the official transcript. (Example: Degree Awarded: Master of Arts in Education December 12, 2012. This change would be retroactive to December 12, 2012.)

Implementing Procedures: Salary Change Requests Based on Education Level for Certified Teachers ([CER-P007](#))

Associated Documents: Salary Change Request Based on Education Level ([CER-F025](#))

Revision History:

Note: Policy is part of the Memorandum of Understanding and may not be revised without collaborative conferencing pursuant to TCA 49-5-608.

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
5/6/13		Initial Release
7/24/13	A	Add Note statement to Revision History
7/1/14	B	Under 2. Specific Provisions removed 10 and 20 semester hours above Bachelor's and Master's Degree; Under 2. Specific Provisions removed Lane changes for Master's with 6 years based on Master's +30 semester hours
12/2/14	C	Removed EDS from 3a
7/1/15		Reviewed as part of collaborative conferencing
12/14/15	D	Administrator salary moved to separate policy, no changes to certified teacher portion of policy.

***** End of Policy *****