**4029**

**Salary Schedule for Certificated Employees**

The board of education recognizes the "salary schedule" and related provisions for compensation currently in effect resulting from negotiations between the board and the education association. This policy is intended to supplement the terms and conditions contained in the collective bargaining agreement. If there is any conflict between the terms of this policy and the collective bargaining agreement, the terms of this policy shall control.

**Horizontal Advancement.** Teachers who wish to advance horizontally on the salary schedule must notify the superintendent in writing prior to June 1 of the preceding school year. The teacher must furnish the superintendent with college transcripts by September 1st for the teacher to qualify to move horizontally on the salary schedule. If an institution will not issue an official transcript by September 1st, the teacher must provide the superintendent with written confirmation by September 1st from a college official attesting that the teacher has satisfactorily completed the courses.

**Movement Past the BA Column.** To receive credit in horizontal steps beyond BA+9 step in the salary schedule for teachers, the teacher must show that the additional hours would lead to a Masters Degree. This can be shown by presenting a copy of an Official Program of Study supplied by the University or College. An outline of courses as described in a college bulletin will be sufficient.

**Movement Past the MA Column.** To be placed on the MA18 or MA9 level a teacher must meet the following conditions:

a. eligible for MA

b. additional hours be of graduate level

c. additional hours to be in teaching field or lead to an additional endorsement. Endorsement must be approved by the superintendent of schools. The additional endorsement must be of some teaching value to the Ravenna Schools.

A complete transcript shall be placed on file in the school administrator’s office by September 1st, of the contract year.

**Superintendent’s Review.** The superintendent shall review all requests for advancement on the salary schedule resulting from a teacher’s acquiring additional teaching experience or for completion of college courses, and shall report all changes to the board of education annually.

**Vertical Advancement.** A teacher may advance only one step vertically on the schedule in any year.

Adopted on: July 10, 2017

Revised on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewed on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_