

## **PROFESSIONAL STAFF CONTRACTS AND COMPENSATION PLANS**

### Credit for Salary Advancement

1. Salary increments shall be based upon additional education and training, and the type and extent of professional experience, and in accordance with salary schedules set by the Board.
2. Credits for additional education will be converted to semester hours. To qualify for BA+ levels and MA+ levels, hours must be earned after the appropriate base degree has been granted and all teacher certification requirements have been met.
3. Official transcripts showing additional hours that affect a teacher's position on the salary schedule must be submitted to the Human Resource's office by October 1. Transcripts will be evaluated so the contracts for the current year will reflect any change in the teacher's qualifications.
4. All hours accepted in a teacher's Masters program will be applied towards advancement on the salary schedule.
5. Credits above the B.A. degree will be subject to approval of the Human Resource Director.
  - a. If a teacher changes major or minors at the request or with the approval of the administration, then six undergraduate hours taken after approval will be counted toward advancement on the salary schedule.
  - b. **A maximum of six hours of undergraduate college credit and/or six hours of State Department Workshop credit or a combination thereof, if it applies to a teacher's major, minor, or related field, will be counted. (These hours must be earned within five years prior to each October 1 deadline.)**
6. Any graduate hours acceptable according to the above criteria taken by Internet, extension or on campus will qualify for advancement on the current salary schedule.
7. Petitions for advancement across the salary schedule should be submitted in writing, with an official transcript to the Director of Human Resources.
8. If the advancement is denied, the staff member may request a hearing before the Credit Evaluation Committee.

### Credit Evaluation Committee

If an individual is denied an appropriate committee will be formed with individuals who have knowledge of the discipline in which the individual is employed. Final authority on acceptance or rejection of any course rests with the Board.

Revised 1/25/82 01/08/90 02/14/96 02/11/04  
REF.: Current Salary Schedule

School District #1, Sweetwater County, Wyoming