

BIG HORN COUNTY SCHOOL DISTRICT NUMBER ONE
Box 688
Cowley, Wyoming 82420
POLICIES AND REGULATIONS
FILE: GCBA

PROFESSIONAL STAFF SALARY SCHEDULES

Certified professional staff salaries shall be determined by a salary schedule adopted by the Board. Policy concerning the administration of the salary schedule is as follows:

1. Vertical Placement

a. Starting Placement

For all certified professional staff new to the district who have previous teaching experience vertical placement shall be based on successful full-time experience as a state certified classroom teacher. Administrative, military, or other non-school work experience shall not apply.

Starting vertical placement on the salary schedule shall be temporary until final verification of all previous experience is received. Certified professional staff who have previous experience in an educational field other than the one for which they are being considered for employment will be given a maximum of two years of credit.

- b. For all Yearly Advancement after starting vertical placement on the salary schedule is established, certified professional staff may advance no more than one step per year of additional experience in the district

2. Horizontal Placement

a. Starting Placement

For certified professional staff new to the district horizontal placement on the salary schedule shall be based upon a Bachelors or Masters degree in an approved teacher preparation program from an accredited institution.

Additional credits earned beyond a non-teaching degree which were taken as required by the State Department of Education to qualify the candidate for his/her first teaching certificate shall not be counted for horizontal placement beyond the Bachelors or masters degree (for example, student teaching).

Certified professional staff new to the district who have a bachelors or masters degree in a teacher preparation program and who have additional hours beyond the degree will only receive credit for hours that specifically pertain to the teaching assignment for which the employee is hired.

Horizontal placement for new teachers shall be temporary until official transcripts and a teacher's certificate is received, and evaluated by the superintendent.

b. Horizontal Advancement

After starting placement on the salary schedule is determined, certified professional staff may advance horizontally by either,

1. Completing the additional number of semester hours of college credit required, or
2. By completion of a district inservice training program which has been approved for this purpose by the superintendent.

All credits earned for horizontal advancement must have the approval of the superintendent.

3. Horizontal Advancement Process

All courses taken for horizontal advancement on the salary schedule must be approved by the superintendent. A certified professional staff employee who plans to take a course for horizontal advancement must submit a Course Approval form requesting approval.

Upon completion of an approved course, the certified professional staff employee must submit a transcript to the superintendent to qualify for horizontal advancement.

To be eligible for horizontal advancement on the salary schedule in the fall of a given year, a certified professional staff employee must submit an advancement request in writing to their principal by the preceding April 15th.

Horizontal advancement will not be made after September 1st each school year. It is the certified professional staff employee's responsibility to submit all forms, obtain the required approval and to meet all the deadlines necessary to qualify.

4. Special Increments

The board reserves the right to advance a certified professional staff employee more rapidly than the schedule indicates as a reward for outstanding achievement.

Current Practice Codified 1977

Adopted: Date of Manual Adoption

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Revised: 4/10/86

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