

PROFESSIONAL STAFF SALARY SCHEDULES

CERTIFICATION

The District recognizes only those degrees granted by an accredited institution recognized by the State Department of Education.

- a. It is the responsibility of the employee to comply with all certification requirements before receiving any type of salary benefit.
- b. Any employee who fails to obtain or renew a certificate will be placed on a non-pay status, effective with the expiration date of the certificate.

PLACEMENT AND ADVANCEMENT ON THE SALARY SCHEDULE

- a. Any teacher hired by a Wyoming school district shall receive credit in accordance with that district's salary schedule for all prior years of service obtained as a teacher in any Wyoming school district. The District retains the right to conduct negotiations for salary placement with any person under consideration for employment. Except where prohibited by statute, the District will review the past experience steps awarded in the District and place the proposed employee on the correctly noted step for the District.
- b. Step advancement will become effective at the beginning of each contract year.
 1. The Board reserves the right, in accordance with law, to withhold any advancement on a salary schedule, including annual experience increments and raises. Advancement will not be considered automatic, but will be based on the district's financial position.
- c. Credit units for advancement on the salary schedule must have been completed prior to the first day of services required by the employee's contract.
 1. **Proof of courses taken must be on file in the Central Office no later than the first day of school of the year in which the increment of lane change is to be applied for advancement. Official transcripts must be received by the Central Office by October 1st.**
 2. Failure to meet the specified deadline in submitting documentation that all requirements have been met will result in a delay in advancement on the salary schedule until the next contract year.

3. An extension of not more than ten (10) days may be made when, prior to the deadline, the employee submits evidence that the requirements have been completed and that he/she had requested documentation in a timely manner.
 4. A letter must be submitted to the Central Office by May 1st that the teacher will be taking classes for a lane change for the following school year.
- d. Time Spent on an approved leave of absence for professional improvements will be counted toward step advancement.
 - e. Teachers holding contracts for longer than the usual school year will receive additional compensation in proportion to their basic salary.
 - f. No differentiation will be made in the teacher's schedule on the basis of a particular assignment or school of assignment.
- g. The following salary schedules will apply:**
- 1. BA+15 Scale: to qualify for placement, a teacher must have 15 semester hours above a bachelor degree after certification. These hours must be graduate hours earned on or off campus and must be approved by the superintendent.**
 - 2. B+30 Scale: same as above, except 30 semester hours.**
 - 3. BA+45 Scale: same as above, except 45 semester hours.**
 - 4. Master's Degree**
 - 5. MA+15 Scale: same as BA+15, except 15 hours above the Master's.**
 - 6. MA+30 Scale: same as above, except 30 hours above the Master's.**

Adopted: October 4, 1994
 Revised: April 11, 2000
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