

PersonnelAdvancement on Salary Schedule

The Superintendent may recommend no increase, or appropriate step increases, for certified staff retained by the District. Increase or movement on the scale will be determined by the Negotiated Agreement with the Scottsbluff Education Association. Steps and years are not to be considered the same.

All credit courses for movement on the salary schedule must be submitted on a Credit Approval Form and approved by the Superintendent or the Superintendent's designee prior to the course being taken. Upon completion of the course, evidence (official transcripts) of college hours of credit must be submitted to the District Office for verification of accurate record of employee status. Employees requesting salary placements must submit a credit approval form for approval and have their grade card(s)/transcript(s) turned into the ~~Administration~~ District Office on or before the last Friday of a given month for pay changes to occur in the following months' payroll.

To move horizontally beyond the BA degree, the hours must be earned subsequent to the granting of the BA degree and must be graduate hours in an educational field or the staff member's related field.

To move horizontally beyond the MA column, graduate hours must be earned subsequent to the granting of the MA degree and must be graduate hours in an educational field or the staff member's related field.

Certified employees shall be limited to a maximum of one column movement (nine credit hours) per fall (August to December) and a maximum of one column movement (nine credit hours) per spring (January to May), and a maximum of two column movements (18 credit hours) in the summer (May to August). An exception will be granted upon completion of an employee's first master's degree, at which time the employee will be moved to MA+00.

The requirements stated in the Negotiated Agreement between employees in that certified collective bargaining unit and the Board regarding salary schedule advancement of such employees shall be followed.

Date of Adoption: August 9, 2021

Date of Revision: ~~May 12, 2025~~ May 11, 2026