

Book	POLICIES
Section	G - Certified Staff Policies
Title	Salary Schedule Conditions
Number	GBZEB
Status	Active

BOARD POLICY:

A. General Salary Schedule Conditions:

1. Salary schedule is a single salary schedule to be applicable to all licensed/certified staff. This salary schedule shall be based upon an educator contract which reflects current state law and the annually adopted school calendar. Training and experience will be the basis for determining the salary of educators.
2. The Board of Education will reserve the right at all times to pay beyond the schedule when it deems it justifiable because of limited supply positions or an emergency such as a sudden vacancy.
3. Recommendations concerning compensation issues such as salary schedule, Extra-Curricular/Academic Support salary schedule, and health insurance shall be made to the Board of Education, from the Professional Council, on an annual basis.

B. Level/Step Placement and Movement:

1. The District will count up to ~~fourteen~~fifteen years of prior comparable experience in an accredited school and/or agency experience in the field of expertise gained outside the District for placement on the salary schedule of newly employed staff. Career and Technical educators' prior experience will be compared to industry standards and how the prior experience enhances their ability to meet job expectations and responsibilities within the Olathe Public Schools. Any prior experience will be compared to the experience gained by educators working within the Olathe Public Schools, and how that prior experience enhances the educator's ability to meet job expectations and responsibilities within the District. Former District employees returning to the District will receive credit for all years of prior experience in the Olathe Public Schools.
 - a. With emphasis on the primary teaching assignment and without exclusive regard to an extra-curricular/academic support assignment, the Board of Education retains the option to fill licensed/certified positions by placement on the salary schedule based on all or part of the applicant's total experience. Such employment and placement on the salary schedule shall require the approval of the superintendent and the Board of Education.
 - b. Market-based compensation provision: Employees who had prior comparable accredited experience when initially employed and whose original placement on the salary schedule did not align with the prior years of comparable accredited experience allowance (see above) may submit written application to Human Resources to be advanced on the salary schedule the number of years not credited at original employment under the following conditions:
 - The employee has a verifiable employment offer from another district/employer.
 - The employee is employed in one of the categories listed on the Limited Supply Job Categories (revised annually) and available on the Human Resources website.
 - The total number of steps credited on the salary schedule for prior experience will only reflect those allowed in "1" (above).
 - Only one request during the employee's employment with Olathe may be submitted.
 - The advancement would be effective the following contract year.
 - No additional step movement past the maximum step of the following contract year's salary schedule column.
 - Applications will be considered by May 15. The District reserves the right to consider applications after May 15.

2. The 2008-2009 Professional Pay Salary Schedule is the result of compacting the 2007-2008 salary schedule. Thus, beginning with the 2008-2009 Salary Schedule, current employees changing columns and all new employees will be placed on levels and columns based on where other District employees with equal prior years of service credit are placed. A chart (See Appendix A in the Negotiated Agreement) reflecting appropriate placement will be developed by the District and Olathe NEA representatives each year.
3. The employee who is under contract for at least one semester during the current school year shall be eligible for a salary step increase for the next contract period.

C. Column Placement/Movement:

1. Employees may move one column only each contract year, with the exception of attainment of a qualifying degree.
 - a. Attainment of a qualifying master's degree or doctorate degree will result in placement in the appropriate degree column regardless of the number of columns the employee changes in that year.
 - b. When the professional employee earns an educational specialist degree without previously earning the Master's degree, the employee will be placed in the MS + 36 column. This will be treated as a degree movement.
 - c. Anyone earning an Ed Specialist degree after earning a master's degree that was not credited by the district for salary schedule placement will be placed based on the following criteria:
 - Hours must be graduate education hours earned after receiving a valid license or applicable certification.
 - Placement will occur only upon completion of the degree.
 - The minimum placement will be the MS column.
 - The MS column will be counted as 30 graduate hours and graduate hours beyond 30 will count toward additional column moves.
 - Hours that are between those needed for specific columns will be reserved and count toward future column movement based on the five year recency requirement for professional development points and graduate education hours.
2. Employees will be placed on the MS column of the salary schedule only after the completion of a Master's Degree in Education or another job-related field has been verified per Policy GBZE (Negotiated Agreement). Placement in the Doctorate column requires completion of the doctorate degree.
3. Movement to columns beyond the MS column may be requested using any combination of college credits, professional development hours/points, and/or CEUs that qualify for salary movement (see guidelines below). Requests for movement to BS+12 and BS+24 columns require at least half (6) college credits, plus any combination of additional college credits, professional development hours/points and/or CEUs that qualify for salary movement to total the number required for movement.
4. **Recency:** All college credits, professional development hours/points and CEUs are subject to 5-year recency (earned during the 5-year period prior to August 1 of the current year, including college credit transcribed for the preceding academic year through the summer term), for the purpose of salary movement during employment. For the purpose of initial salary schedule placement, there is no recency requirement.
5. **Deadline to Submit for Column Movement:** College credits earned and transcribed for the academic year through the summer term preceding the current contract year and Professional Development Hours/Points and CEUs eligible for movement on the salary schedule earned through July 31 (prior to the current contract year) may be applied toward movement on the salary schedule in the current year. Credits, Professional Development Hours/Points, and CEUs must be allocated for column movement in the salary tracker section of the District's integrated data tracking system and submitted electronically for approval for column movement through

the tracking system to Employee Services prior to October 15 of the school year. Mid-year requests for column movement are only processed for movement into a degree column and must be submitted by February 15.

6. **College Credits** meeting the following guidelines may be applied toward column salary movement:
 - a. Graduate credits from a college or university accredited by a regional agency which directly apply to current position, future licensure, or District educational program. Graduate hours earned on a non-semester basis will be converted to semester hours according to the awarding institution's conversion scale.
 - b. Undergraduate credits that have been approved prior to enrolling in the class and approved in writing by the Superintendent or designee which meet at least one of the following conditions:
 - Credits will lead to licensure in an area of District need
 - District encourages employee to take the credits
 - Credits will enhance an employee's skills to improve student learning, if supported by the building administrator/appropriate District staff or is in an Action Plan approved by the Leaders for Learning
 - c. Only credits obtained after the education and/or job-related MS degree is obtained apply to movement to subsequent columns. Credits completed prior to the education and/or job-related MS degree being obtained will not be counted for salary schedule movement to MS+ columns.
 - d. Special condition where professional employees have college tuition paid for by the District or a grant with the explicit understanding that the employee will secure additional licensure and/or endorsements. Employee must have the licensure or endorsement added through the appropriate state licensing agency and verification forwarded to Human Resources Division within one calendar year beyond the date of completion of the last course paid by the District or grant. After this one calendar year time period, if the employee does not secure the appropriate license or endorsement intended by the course(s) whose tuition was paid for by the District or grant, the employee will be returned to the appropriate placement on the salary schedule for the subsequent contract year minus those college hours.
7. **Olathe Professional Development hours/points** can be used for movement on the salary schedule, a practice which began in the 1996-97 school year. Olathe Professional Development Hours/Points used for movement on the salary schedule can be obtained **ONLY** through participation in Olathe district, building, and/or individual Action Plan activities approved by the Leaders for Learning (formerly SDC).
 - a. A maximum number of 120 professional development hours/points earned per year may be used for the purpose of movement on the salary schedule. (1 clock hour = 1 knowledge-level professional development point; 1 graduate credit = 20 professional development points).
 - b. Hours/Points must be submitted within the school year in which they were earned. Individual Professional Development Hours/Points earned August 1- July 31 must be submitted to the Staff Development Council for approval and recording no later than August 31 of that year. Approved hours/points are recorded on each individual's professional development transcript.
 - c. Hours/Points earned for the categories listed below are recorded as Relicensure Professional Development Hours/Points on the Professional Development transcript. They may be used for the purpose of relicensure/recertification. They may also be used as the knowledge base for future application and impact professional development activities. They may **NOT** be applied for movement on the salary schedule.
 - All hours/points in excess of 120 earned in a single year (August 1-July 31).
 - In district professional development occurring during the professional day.
 - Beginning with the 2019-2020 school year, new hires with 190-day contract will receive the daily project rate stipend for attendance at three (3) contracted

preservice days and will earn professional development points purposed for salary movement.

- Out-of-district professional development opportunities supported by District funding (such as professional leave, substitute, stipend, registration, travel expense, etc.).
 - Other out-of-district professional development opportunities (unless submitted through an individual Action Plan approved by the Leaders for Learning).
 - Educators may not attend, or participate in, District or building sponsored professional development sessions while on formal extended leave. However, educators with an Individual Action Plan submitted to the Leaders for Learning prior to leave being granted, may participate in professional learning such as professional reading, webinars, or sessions not sponsored by the District and may submit these activities for Knowledge level points in the District's integrated data tracking system. Educators on formal extended leave may not submit for Application or Impact requests during the time of their leave.
- d. Although Professional Development Points earned from other districts may be used for relicensure/recertification, they may not be used for movement on the salary schedule. These points are not added to the Olathe District transcript.

CEUs (Continuing Education Units): Only for educators not licensed by KSDE (Kansas State Department of Education), CEUs acceptable to the applicable licensing agency for license renewal requirements may also be used for salary movement, in addition to college credits and professional development points, under the following guidelines:

- a. CEUs must be aligned to an Individual Action Plan approved by the Staff Development Council (SDC).
- b. Twenty (20) approved CEUs will be calculated to equal 1 graduate credit.
- c. A maximum number of 120 CEUs earned per year (August 1 – July 31) may be used for the purpose of movement on the salary schedule. A combined total of CEUs and professional development points will be limited to 120 for the purpose of movement on the salary schedule. There is no limit on the number of CEUs available for relicensure.
- d. CEUs must be submitted within the school year in which they are earned and must be submitted through the integrated tracking system for approval and recorded no later than August 31.
- e. All of the Salary Schedule Conditions apply (Refer to letter C of this policy).
- f. CEUs earned for the categories listed below are recorded for Relicensure purpose only on the Professional Development Transcript.
 - i. All CEUs in excess of 120 earned in a single year (August 1-July 31)
 - ii. Any CEUs earned during the professional day
 - iii. Out-of-district professional development opportunities awarding CEUs that are supported by District funding (such as professional leave, substitute, stipend, registration, travel expense, etc.)