

DELANCO TOWNSHIP BOARD OF EDUCATION

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Advancement to a New Pay Scale Column

ADVANCEMENT TO A NEW PAY SCALE COLUMN

It is the policy of the Board of Education that teachers gaining additional credit in a college or university degree program in the field of education may advance their position on the salary scale to a higher column during the contract year. Such a change in level may be made only through the following procedure:

1. A letter of intent must be filed with the Superintendent upon acceptance of the individual into the program by the college or university at the beginning of each semester. The letter of intent must state:
 - a. The name of the college or university.
 - b. The program being pursued.
 - c. The courses being taken, day of the week given, and hours attending.
 - d. The credits given for the courses.
 - e. The credits acquired to date in the program.
 - f. The anticipated date of reaching the next salary column requirement.
2. A verifying official transcript of the credits necessary for advancing to the next salary column must be presented to the Superintendent as soon as possible after the credits are acquired.
3. Salary changes will be made by a letter amending the existing contract with the teacher.
 - a. If the necessary credits are acquired between June 15 and September 1 and verified by transcripts before October 1, the salary advancement will be retroactive to September 1.
 - b. If the necessary credits are acquired between September 1 and February 1, and verified transcript no later than March 1, the salary adjustment will be retroactive to the first day of the month following the completion of the credits.
 - c. If the necessary credits are acquired between February 1 and June 15, and verified by the transcript, a new contract will be issued reflecting the change in salary status effective the opening of school in September.

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N.J.S.A. 18A:29-6
N.J.A.C. 6:8-4.3(a)6

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