

CONTINUING EDUCATION/SALARY SCHEDULE ADVANCEMENT POLICY

(Certificated/Licensed Personnel)

- A. Course work which applies toward advancement on the salary schedules for all certificated personnel must have prior approval from the Superintendent (or designee). Requests for this approval are to be filed on form #76-C.

The Superintendent's evaluation of the application will include, but is not limited to, these factors about each course:

1. Relationship to the person's area of certification and job assignment.
 2. Efforts of staff members to add areas of certification.
 3. Applicability toward an advanced degree.
 4. Degree of academic rigor required by the course or sponsoring institution.
- B. In general, correspondence courses, tests for credit involving no classroom activity, and any workshop or course which has already been counted toward the individual's salary schedule placement will not be approved. Requests for approval of those types of course work must be accompanied by a detailed rationale, with the understanding that approval of such courses is considered only under exceptional circumstances.
- C. The Superintendent (or designee) will promptly notify certificated/licensed Personnel applying for credit applicable to the current salary schedule whether the course work is acceptable. The Superintendent (or designee) will continue to monitor the continuing education process and give final approval when a transcript of course credit is received from the accredited college/university.
- D. Changes in salary schedule placement will be implemented twice annually. It is the responsibility of the employee to submit transcripts for this purpose as stipulated in the Collective Bargaining Agreement in effect with the Findlay Education Association.

Adopted 1/27/97
Revised 4/25/05
Reviewed 6/1/2012