

## Professional Staff Salary Schedules

Professional staff salaries shall be determined by a salary schedule adopted by the NWBOCES Board after securing input from staff. The schedule adopted will remain in effect until changed or modified by the Board.

Policy concerning the administration of the salary schedule is as follows:

### Placement on the Schedule

Any teacher not properly placed on the salary schedule should, before signing a contract, make written application stating why placement is incorrect and suggesting correction to the Administrative Director for referral to the Board for review.

### Horizontal Advancement

To advance horizontally on the salary schedule, a teacher must earn additional graduate semester hour credits which are directly related to the current teaching assignment, or Board approved program.

It will be the teacher's responsibility to file with the Administrative Director a request for prior approval for official transcript of the credits to be considered for purposes of advancement.

The Administrative Director will determine the applicability of graduate credit to the teacher's current classroom assignment. In order for the teacher to move horizontally on the salary schedule for the current year, credits must have been earned prior to the opening of school in the fall. The teacher shall have until August 15th to provide official transcripts relevant to course completion. Advancement on the salary schedule will be given only at the start of the new school year.