Vertical step advancement may be granted for each successive year of service to the District in which the employee provides service at least 75% of the days school is in session.

Horizontal column advancement will be granted following attainment by the employee, and approval by the Board of Education, of additional university credits and/or degree as listed in the schedule, provided the credits meet the following criteria:

A. Courses taken to specifically meet the requirements of an appropriate advanced degree or credential.

B. Courses selected to specifically improve performance of the employee in the area of assignment.

C. Courses that will prepare the employee to specifically achieve a District instructional goal or objective.

D. Courses recommended by the administration as part of an in-service training design.

Effective 97/98 District may provide year-for-year credit for prior teaching when initially placing a teacher on the salary schedule.

To qualify for change from one column to another, a statement of intent of such advancement must be submitted to the Personnel Office on or before June 1.

Verification of completion of requirements must be through the submission of an official transcript to the Personnel Office.