

**Jefferson County  
School District 509J**

Code: **GCBA**  
Adopted: 6/22/98  
Readopted: 10/13/08; 7/23/18  
Orig. Code(s): GCBA

## **Salary Placement for Licensed Staff**

### **Initial Salary Placement for Newly Hired Licensed Staff**

Initial placement on training and experience columns will be based on official college transcripts and verified teaching experience. Subsequent adjustments may be made based on verified teaching experience and official transcripts furnished by the college registrar's office for credits earned through the immediate past summer term. No adjustments will be allowed after December 15 for teachers who begin the year prior to September 30.

1. Teachers hired after September 30 will be allowed no more than 90 calendar days from the hire date to provide verification of experience and college credits.
2. Teachers will be granted salary schedule steps equal to actual number of verified previous years public school experience.
3. One salary step will be granted for contracted teaching experience that equals or exceeds the equivalent of 135 full-time days (2/3 of year) within a particular school year.
4. Vocationally certified teachers will be granted one salary schedule step for two years full-time industry experience.
5. Intern teachers will be granted one salary schedule step for a year of internship if the teaching experience equals or exceeds 135 full-time days.
6. Nonpublic school teaching experience will be considered and placement determined at the discretion of the superintendent.

### **Education Level Contract Adjustments for Continuing Licensed Staff**

To qualify for a salary adjustment, teachers must provide official transcript(s) of completed courses or additional verified experience to the superintendent on or before September 15 of the school year. After September 15, requests for contract salary adjustment will not be honored. The superintendent may allow credit after September 15 for classes completed during the immediate past summer session, and for any other credits earned at the same institution and indicated on the same transcript, if a written request for a waiver is received no later than September 15. In such cases the superintendent may approve a retroactive salary adjustment if the transcript is received no later than December 15. Actual payment will not be made until the transcript is received. No extensions of the September 15 deadline will be granted for courses which were taken at institutions in which the teacher was not enrolled during the immediate past summer session.

BA + (number of hours) and MA + (number of hours) means that the additional credit hours must be earned subsequent to the earning of the degree.

Where a training column has two designations, the teacher will be granted the designation to the best advantage of the teacher.

### **Experience Step Advancement for Continuing Licensed Staff**

Full or part-time teachers who complete 126 days or more of the prior year's contract will receive one experience step advancement on the salary schedule for the following year within the verified education column.

In determining whether or not a staff member has completed 126 days, all 126 days will be counted. Any unpaid leaves will not be included.

### **Experience Steps in Combination with Column Adjustments for Continuing Staff**

When a teacher's official transcripts indicate completion of additional credits qualifying advancement to another salary column, the teacher's salary placement shall include advancement of one step beyond their current step number when requirements in the two preceding paragraphs are also met.

### **Verification**

Experience and/or credits not verified by the above time lines may be submitted at the start of the next school year.

END OF POLICY

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### **Legal Reference(s):**

[ORS 332.505](#)