POLICY 404      SALARY SCHEDULE ADVANCEMENT

I. PURPOSE

II. GENERAL STATEMENT OF POLICY

The board of directors has established the following policy guidelines for all teachers for advancement on the Bluffview Montessori School salary schedule:

1. All course work taken for the expressed purpose of salary lane advancement shall be approved jointly before the fact by the Director of Montessori Education and the Director of Operations based upon the parameters of this policy. In the event that an application for course work approval for advancement on the salary schedule is denied, that decision may be appealed in writing to the Human Resources Committee. If not resolved at this point, a grievance may be processed beginning with Level II of the Grievance Policy.

2. College credits earned after receipt of the BA/BS degree should normally be at the graduate level in order to more quickly expedite one’s progress to a higher degree. However, undergraduate credits may be accepted if specifically identified by the board of directors as acceptable in BA/BS lanes of the salary schedule. All credits earned after receipt of the MA/MS must be at the graduate level.

3. Only credits earned after the BA/BS has been obtained shall apply on the BA/BS+ lanes. Only credits earned after receipt of the MA/MS shall apply on the MA/MS+ lanes.

4. Providing it is has been approved by the board of directors, individual letters of employment will be modified to reflect lane changes once each year on August 1 providing a transcript of qualified credits is submitted to the Director of Operations prior to that date. Salary will then be adjusted from that date forward. If a transcript is not available, other satisfactory evidence of successful completion of the course will be accepted pending receipt of the official transcript.

5. Course work taken for college credit to fulfill state requirements which are mandated after one has received a degree, i.e., Human Relations, shall be eligible for salary advancement providing other conditions of these guidelines have been met. Teachers with double majors may have course work approved in either area providing they have taught or are scheduled to teach in either major field as an employee of Bluffview Montessori School and other provisions of these guidelines are met. It shall be construed that summer school, regular school year, or night school teaching in either major would qualify as having met the above criteria.

6. Credit for salary advancement shall be given only for grades of “C” and above in course work. Pass in a P-F course or S in an S-U course shall be construed as a satisfactory grade. Teachers and assistants are encouraged to take courses giving letter grades.
7. The purpose in obtaining all additional training is to strengthen the preparation of
classroom teachers and assistants and to improve their professional competence.

8. There is no regulation preventing teachers or assistants from taking any course at any
North Central accredited institution their choosing. Courses taken in areas other than the
Midwest United States must be taken from institutions that are accredited by the regional
counterpart of North Central accreditation. However, for assurance of advancing on the
Bluffview salary schedule, approval before the fact shall be mandatory. People who have
circumvented the guidelines regarding approval and kinds of course work, but who
receive a master’s degree in a field other than the field in which they have been teaching
at Bluffview, shall not be placed on the MA/MS schedule until such time as the provisions
of these guidelines have been met.

III. ADDITIONAL CRITERIA FOR ADVANCEMENT TO THE BA/BS + 15
AND BA/BS + 30 LANES

A. For secondary teachers (Erdkinder), a program of additional work should emphasize credit
hours in the teacher’s main field of instruction. Elementary (E1 and E2) and Early
Childhood (CH) teachers are urged to strengthen their backgrounds and competence in the
content areas. Professional education courses are acceptable for both groups and may be
approved when kept in balance with content courses.

B. A maximum of 6 semester or 8 quarter hours via TV or correspondence may be approved
for the BA+15 and BA+30 lanes.

C. Teachers hired after adoption of these criteria (2007-2008) shall be given credit for
qualifying courses taken within the seven-year period preceding the first day of teaching at
Bluffview under their current letter of employment.

IV. ADDITIONAL CRITERIA FOR ADVANCEMENT TO THE MA + 15
AND MA + 30 LANES

A. Additional training beyond the MA is for the purpose of strengthening substantially one’s
preparation in content and professional education courses, with content course work taking
precedence.

B. A maximum of 4 quarter or 3 semester hours of credit shall be granted for courses taken via
TV or by correspondence for the MA+15 and MA+30 lanes.

C. Teachers hired after adoption of these criteria (2007-2008) shall be given credit for
qualifying courses taken within the seven-year period preceding the first day of teaching at
Bluffview under their current letter of employment.

V. CRITERIA FOR PLACEMENT ON THE SALARY SCHEDULE
MONTESSORI CERTIFICATION LANES

A. Montessori classroom teachers may be advanced into a Montessori certification lane upon the
completion of their first full summer session of an approved Montessori teacher certification
facility.
1. Teachers receiving preschool or Lower Elementary certification may be placed into a “+1” lane.

2. Special Education teachers who are licensed in two needed Special Education areas may be placed into a “+1” lane.

3. Teachers receiving an Upper Elementary certification may be placed into a “+2” lane.

4. Special Education teachers who are licensed in three or more needed Special Education areas may be placed into a “+2” lane.

5. Teachers receiving a Secondary I certification may be placed into either a “+1” lane; unless they have prior Upper Elementary certification in which case they may be placed into a “+2” lane.

6. Due to the uncertain scheduling of Secondary I Montessori certification courses, Erdkinder teachers will initially be placed into a “+1” lane even though they have not received their certification. They must then attend a scheduled Secondary I certification course when made available in order to remain in a Montessori certified advanced lane.

7. Only Montessori certification programs approved in advance can qualify for lane advancement.

8. Satisfactory process through the entire Montessori certification program is necessary in order to remain in a Montessori certified advanced lane.

9. While Bluffview does pay the costs of Montessori certification, additional costs to receive advanced degree credits are the responsibility of the employee.

VI. SPECIAL CONSIDERATIONS FOR THE LANE PLACEMENT OF EMPLOYEES AT THE TIME OF IMPLEMENTATION OF THIS POLICY.

A. Employees will initially be placed in a degree-dependent or Montessori certification dependent lane.

B. Employees submitting advanced credit information for promotion to “+15” or “+30” lanes based upon credits earned prior to the implementation of this policy must do so within 3 months of implementation.

C. Time limits imposed upon credit acceptance will be extended to 7 years regardless of the period of employment of faculty members.

D. Pre-approval requirements will be met “after the fact” by the adjudication of a special Lane Advancement Committee that will sit for 3 months after the policy implementation.
VII. RETURNING EMPLOYEE PLACEMENT

A. Qualifying employees who return to Bluffview after a period of interrupted employment with Bluffview will be placed on the Salary Scale in accordance with the following guidelines:

The greater of Step one plus credit for previous experience or a step defined by the previous number of years at Bluffview minus the intervening years away from Bluffview.

Legal References:
Cross References: