

**PARK COUNTY SCHOOL DISTRICT #6
BOARD OF EDUCATION POLICY**

CODE: GCB

**INSTRUCTIONAL CERTIFIED STAFF COMPENSATION
PROFESSIONAL STAFF COMPENSATION PLANS**

The Board of Trustees of the District shall establish a salary schedule for teachers and certified employees that will successfully attract new teachers and appropriately compensate those teachers and certified employees the District. All teachers' and certified employees' salaries will be determined in accordance with the salary schedule adopted by the Board of Trustees.

The adopted salary schedule expresses the policies the Board expects to follow in establishing teachers' and certified employees' salaries. The Board will make every reasonable effort to maintain the approved salary schedule, but it reserves the right to amend, at any time, any or all parts of any current schedule and provisions relating thereto. Under this provision, any part or all of the annual increments or horizontal columns may be withheld and such other adjustments of salary may be made as financial conditions warrant.

Placement on the Salary Schedule

All teachers hired by the District shall receive full credit in accordance with the District's salary schedule for all prior years of service obtained as a teacher, based on their educational preparation and prior teaching experience.

Additional Credit (Horizontal Advancement)

Teachers and certified employees intending to move horizontally on the salary schedule must notify the Superintendent in writing of their intent to move horizontally on or before May 1 of the year prior to the anticipated movement. Documentation for the credits earned (official transcripts) should be presented to the Superintendent's office at the earliest date possible following the completion of the work to accumulate the extra credits but must be provided on or before September 15 of the contract year in which horizontal movement is anticipated. It is the teacher's or certified employee's responsibility to ensure that all official documentation (official transcripts) has arrived in the Superintendent's office on or before September 15 and that the transcripts appropriately reflect successful completion of the advanced degree and/or all credits which are to be applied toward horizontal movement on the salary schedule.

Compliance with the above, while meeting the requirements of the local Board, shall not be understood or construed thereby to modify or fulfill any requirements of the Wyoming State Board of Education or the Professional Teaching Standards Board.

Service Increments

Service increments, as set out in the salary schedule, shall become effective on September 1 or at the beginning of the new contract year. Service or experience increments will be allotted for a full year of service only.

Adopted: 7/19/95
Revised: 11/16/98
Revised: 8/17/99
Revised: 6/16/09