

administrative guidelines

BOARD OF EDUCATION
PORT WASHINGTON-SAUKVILLE PUBLIC SCHOOLS

PROFESSIONAL STAFF
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PLACEMENT OF NEW STAFF MEMBERS ON PAY SCALE

The Superintendent determines the placement of new staff members on the teacher pay scale. The following criteria will be used for placement decisions:

- A. The first step on the pay scale equates to 0-3 years of outside experience.
- B. Each step after that equates to two (2) additional years up to a maximum of eight (8) years of transfer years, or up to the budget amount specified for the position.
- C. If a person possesses a Masters degree from an accredited university/college with a proven record of high standards and the programs contain class collegial and instructor interaction and a research component, the new staff member will be placed at the Master's level and given credit for years of experience outlined in steps A and B if the placement is within the budgeted amount for the position. If not, the new staff member will be placed at Masters level with no years of experience transferred.
- D. Graduate credits earned prior to employment in the district will not count toward movement on the pay scale unless the credits are being used toward an approved Masters degree and the new staff member is actively pursuing a Masters degree at an accredited top quality university/college.
- E. Approved graduate credits while employed by the district will count toward movement on the pay scale. (Refer to Administrative Guideline 3120.02)
- F. At the time of budget deliberations, the Administrative Council will establish the maximum budget amount for potential vacant positions. The Superintendent will use this information when placing new staff members on the pay scale.
- G. In the case of unusual or extenuating circumstances, the District Office Leadership Team has the authority to go beyond the budget amount for a position and report the decision and rationale to the Administrative Council.

Approved: 8/18/04