

FREDERICK COUNTY PUBLIC SCHOOLS	Reg. No. 300-44
Subject: PLACEMENT OF CERTIFICATED EMPLOYEES ON THE SALARY SCHEDULE	Date of Issue: 4/1/96
Preparing Office: Office of the Superintendent	Amended: 6/1/00

I. Policy

II. Procedures

A. *General:* Salary schedules for certificated personnel are part of the Negotiated Agreement between the Frederick County Teachers Association (FCTA) and the Board of Education of Frederick County as described in Article V, "Salaries" and Article X, "Personnel Employment". Placement on the advanced salary schedules is not automatic. **It is the employee's responsibility** to request advanced salary placement and complete the appropriate forms. Application for a change in salary is made by submitting a written request to the department of human resources. The written request must include official documentation from the institution awarding credit.

1. *Initial Salary Placement:* All new teachers or reinstated teachers will be placed on the proper step of the salary schedule according to their education, certification status and experience.
2. *Education Credits:* The term "credit" refers to a semester hour. Credits must be awarded by regionally accredited colleges and universities for the completion of courses. Workshop credit is acceptable if approved by the Maryland State Department of Education. A grade of "C" or better must be earned.
3. *College Coursework:* Courses must be relevant to the present and/or anticipated professional responsibility of the employee. Courses in religion are generally not acceptable. College coursework is only recognized if completed at a regionally accredited institution and accepted by the Maryland State Department of Education.
4. *Professional Experience:* Credit will be given for previous outside teaching experience, grades kindergarten through grade twelve, (excluding longevity increments) if the experience is contracted and at an accredited school. Credit will be given for pre-school teaching if experience is in a public school or a state accredited private school, experience is contracted, and the teacher held a valid teaching certificate during this experience. Professional experience is determined at the time a professional is hired. Salary is based on the years of professional experience determined at the employment date. Professional experience is recognized only if listed on the application and verified in writing from previous employers. Professional experience must be earned while under contract or while employed as a permanent staff member. Credit is not given for summer school teaching. Credit is not given for any experience that is less than half time. Newly hired teachers who have worked one-half (1/2) or more of a work year for their prior employer, will be given credit for a full year. The one-half (1/2) year cutoff date for experience credit will be the first day of the second semester.

In situations where teacher applicants have teaching experience that does not meet the standards outlined above, the executive director of human resources may review and consider, for credit, the previous teaching experience of an applicant that otherwise appears comparable and worthy of recognition.

To assist the human resources department in evaluating the relevance and comparability of previous teaching experience, the teacher candidate may be asked to provide background information regarding the school(s) where the candidate gained that experience. Personnel officers will consider such factors as the school's size, history and instructional program and present their credit recommendations to the executive director of human resources for approval.

- a. *College Teacher Credit:* Additional credit not to exceed two (2) years for teaching at a regionally accredited college or university and/or time spent on a Fulbright Scholarship will be given upon initial employment.
- b. *Special Education Preschool Experience:* Teachers with special education certification will receive credit for teaching preschool children with disabilities (birth through age four), if they served as the primary instructor in a state accredited institution, the experience is contracted and the teacher held a valid teaching certificate during this period.
- c. *Related Experience:* At the time of employment, additional credit not to exceed two (2) years will be given for military experience, or alternative civilian service required by the Selective Service System, and not to exceed two (2) years for appropriate Peace Corps, VISTA, National Teacher Training Corps (Americorp teachers) and time spent on a Fulbright Scholarship.
- d. *Returning Teachers:* Teachers returning to the Frederick County Public Schools will receive credit up to the maximums stated above, including the exclusion of longevity increments.
 - (1) Teachers with previous teaching experience in the Frederick County Public Schools will, upon returning to the system, receive equivalent credit on the salary schedule for all subsequent outside teaching experience, military experience, or alternative civilian service required by the Selective Service System, Peace Corps, VISTA, National Teacher Training Corps (Americorp teachers) and time spent on a Fulbright Scholarship.
 - (2) Subject to certification status, such teachers who have not been engaged in other teaching or other activities indicated above will, upon returning to the system, be restored to the next position on the salary schedule above that at which they left.
- e. *Trades and Industry Teachers:* Initial placement on the salary scale for trades and industry teachers will be according to their level of education, industry experience and Maryland State Department of Education certification status, with placement dependent upon issuance of a Standard Professional Certificate. Additional experience credit, beyond certification requirements, will be given on a year-for-year basis with the maximum step determined in accordance with the negotiated agreement. (Example, a trades and industry teacher with a high school diploma and 10 years experience would be placed on step 5, with an associate's degree placement would be on step 7, and with a bachelor's degree placement would be on step 8.)

5. *Expired Certification:* If a certificated employee lets his/her Maryland certificate lapse, that employee will need to meet the state certification regulations in effect at that time. Lapse of a professional certificate will result in provisional certification. If an employee's certification changes to a Provisional Certificate, then placement on the salary schedule may also change. Teachers holding a Provisional Certificate may not advance beyond Step 11 of the Bachelor's salary schedule. If certification changes to a Provisional Certificate, then the employee becomes a non-tenured employee.
 6. *Provisional Degree Certificate:* Advancement on the salary schedule for a teacher holding a Provisional Degree Certificate is contingent upon meeting the requirements of the Maryland State Board of Education Bylaw, by presenting a minimum of six (6) semester hours toward regular certification during each year. If a person holds a Provisional Certificate only needing to achieve a qualifying score on any tests in the National Teachers Examination series (PRAXIS), then the person needs to achieve a qualifying score on the tests during the period for which the provisional certificate is effective.
- B. *Placement on the Bachelor's Degree (01) Salary Schedule:* Any teacher who is offered a contract for a professional assignment must be eligible for a valid Maryland Teaching Certificate. **It is the teacher's responsibility to be sure that a certification application and the required application fee are submitted to the human resources department within thirty (30) days following the contract effective date.** Trades and Industry teachers shall not be classified as non-degree teachers for salary purposes.
- C. *Placement on the Master's and Master's Equivalency (APC) (02) Salary Schedule:* a teacher is placed on the 02 scale by presenting an advanced professional teaching certificate, a master's degree, or a master's equivalency defined as 36 hours of post baccalaureate coursework that includes a minimum of 21 graduate credits.
1. *Master's Equivalency:* A master's equivalency is earned by completing a total of 36 semester hours of graduate-level, undergraduate-level and MSDE inservice credits.
 - a. A maximum of 15 MSDE inservice credits and/or post baccalaureate undergraduate credits approved by a human resources officer can be used.
 - b. A minimum of 21 graduate-level credits approved by a human resources officer is required. The transcript/grade report must indicate "graduate credit."
 - c. Acceptable credit, defined as content or professional education coursework earned after the conferral of the bachelor's degree, will be recognized.
 2. Continuing Education Units (CEU'S) and courses carrying "D" grades cannot be applied toward the master's equivalency. Grade reports/transcripts indicating credit earned as pass or satisfactory will be accepted.
 3. A master's equivalency may be earned by teachers in trades and industry education subjects not requiring a bachelor's degree, as described in Maryland Bylaw 13A.12.01.05F(4).

4. Courses in religion or religious education are not acceptable toward advanced salary placement unless they are recognized by the State of Maryland for certification. Coursework should be relevant to the present and/or anticipated professional responsibility of the teacher.

D. *Placement on the 60-Hour (03) Salary Schedule*: The person must hold an Advanced Professional Certificate. Sixty (60) post-baccalaureate credits must be earned to qualify for the 60-hour salary scale. A minimum of 30 graduate-level credits is required. The transcript must indicate "graduate credit."

Teachers in trades and industry education subjects also qualify if they meet the same standards.

E. *Placement on the Doctorate Salary Schedule*: The person must hold an acceptable doctorate from an accredited institution as exhibited on an official transcript. Employees will be paid the amount negotiated for the doctorate degree through collective bargaining in addition to the salary identified for their appropriate grade and step.

Approved:

Jack D. Dale
Superintendent