

LONGWOOD CENTRAL SCHOOL DISTRICT HUMAN RESOURCE BULLETIN

ATTENTION MITA STAFF MEMBERS

September 2018

This bulletin shall serve to clarify procedures surrounding Teacher Salary Changes.

Article VI-7, Compensation: Agreement between the Board of Education, the Superintendent and MITA (Dated: July 1, 2013-June 30, 2021) states:

- A. Teachers shall have only one (1) column of horizontal movement per year during their first three (3) years on the regular salary schedule. Following this initial three (3) year period on the regular salary schedule, the teacher will be advanced horizontally to the appropriate column in accordance with credits earned and degrees achieved.
- B. Subject to paragraph A above, teachers requesting salary changes based on horizontal column movement shall do so in accordance with the following:

(i) September Salary Increase

Salary Change request forms must be submitted and received by the Human Resources Department no later than September 30th. Approved course credit must be awarded by a degree granting institution and which is substantiated by official transcripts dated on or before August 31st. Grades and/or Degrees awarded after August 31st **will not be** considered for September Salary Change. **Transcripts must be received in the Human Resources Department no later than November 1st.**

February Salary Increase

Salary Change request forms must be submitted and received in the Human Resources Department no later than February 28th. Approved course credit must be awarded by a degree granting institution and which is substantiated by official transcripts dated on or before January 31st. Grades and/or Degrees awarded after January 31st **will not be** considered for February Salary Change. **Transcripts must be received in the Human Resources Department not later than April 1st.**

NO EXCEPTIONS WILL BE MADE

Teachers with a Bachelors Degree may accumulate up to 15 in-service credits. Teachers with a Masters Degree may accumulate up to 30 in-service credits, (in-service credits 16 through 30 must be completed after Masters Degree is conferred).

RETROACTIVE PAYMENT WILL BE ISSUED IN THE LAST PAYCHECK IN NOVEMBER, FOR SEPTEMBER SALARY INCREASES AND AFTER APRIL 1, FOR FEBRUARY SALARY INCREASES.