

# POLICY

## COLLINGSWOOD BOARD OF EDUCATION

CERTIFICATED STAFF  
3411/Page 1 of 2  
PLACEMENT ON GUIDE STEP

### **3411 PLACEMENT ON GUIDE STEP**

The Board of Education will determine the salary to be paid in each new position that it creates and will determine the credit for prior experience, if any, to be recognized for each teaching staff member newly employed in this district.

#### Initial Guide Placement

The Superintendent is directed to recommend to the Board the salary guide placement of each new employee.

Credit up to the full step of any salary level on the Teacher Salary Schedule shall be given for previous outside teaching experience in a duly accredited school upon initial employment in accordance with the provisions of Salary Guide 1.1. Additional credit not to exceed four (4) years of honorable military experience or alternative service required by the Selective Service System may be given upon initial employment. Additional credit not to exceed three (3) additional years may be given for mathematics, science and foreign language upon initial employment. Additional credit may be given for all experience from related industry, year for year, upon initial employment. Additional credit may be given for all experience from private or parochial schools, year for year, upon initial employment.

#### Advancement on Guide

In order to advance one step on the salary guide, an employee must have been employed by January 1<sup>st</sup> in the preceding academic year, excluding leaves of absence paid or unpaid.

#### Part Time Employees

A part time employee who is paid on the full time salary guide will be advanced on the guide as if he/she were a full time employee, but will be paid a salary prorated to the part time position.

A part time employee who is transferred to a full time position will continue to advance on the salary guide.

A part time employee who is paid at an hourly or daily rate and is placed on a salary guide by virtue of the employee's transfer to a full time position will be placed on the guide step that recognizes the employee's part time service converted to its full time equivalent.



# POLICY

**COLLINGSWOOD  
BOARD OF EDUCATION**

CERTIFICATED STAFF  
3411/Page 2 of 2  
PLACEMENT ON GUIDE STEP

N.J.S.A. 18A:1-1; 18A:27-4; 18A:29-2;  
18A:29-4.1 et seq.;

Adopted: September 26, 2005

