

# POLICY

## COLLINGSWOOD BOARD OF EDUCATION

SUPPORT STAFF  
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PLACEMENT ON GUIDE STEP

### **4411 PLACEMENT ON GUIDE STEP**

The Board of Education retains the authority to specify the salary of new positions and to determine the credit to be awarded for placement on an existing salary guide.

The Superintendent is authorized to credit for placement on an existing salary guide past service of an applicant or employment in this district on the following basis:

1. Six (6) months credit for each year of school experience to a maximum of three (3) years credit.
2. One year credit for each year of custodial or maintenance experience to a maximum of five (5) years of credit.
3. For service in the military of this country one year credit for each year(s) served up to four (4) years.

In order to advance one step on a salary guide, an employee must have been hired by January 1 of the prior contract year with this district.

Adopted: September 26, 2005



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