

POLICY

BOARD OF EDUCATION HIGH POINT REGIONAL

NO. 3411

TEACHING STAFF MEMBERS

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3411 – 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.

Advancement on Guide

In order to advance one step on the salary guide, an employee must have served at least five months 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 not automatically be advanced a step on the guide, but will be reassigned to a step on the guide that recognizes the employee's part time service converted to its full time equivalent.

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 negotiated with the employee.

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

Date Adopted: February 25, 2008