

4060-R Salary ~~Adjustments~~ Placement and Salary Advancement for Additional Education-Certified Employees

The following conditions determine a certified employee's placement on the salary schedule and whether an employee qualifies for a salary ~~adjustment~~ advancement (~~lane change~~).

Salary Placement:

Placement ~~on the District's salary~~ schedule is determined by semester graduate ~~hours earned~~ ~~credits~~ and degrees earned. Official transcripts must verify graduate ~~hours-credits~~ earned, degrees earned ~~and~~ provide course numbers. ~~indicating graduate hours, and indicate whether course credits are quarter credits or semester credits.~~

Salary Schedule Advancement:

The District requires 15 credits to make a horizontal salary advancement. The District will accept graduate credits for horizontal salary advancement that have been obtained following an employee's initial placement upon hire. Of the 15 credits for a lane change, 9 or more must be graduate level credits.

Graduate credits must be earned from an institution of higher learning which is accredited by the Council for Higher Education Accreditation.

Graduate credits for salary advancement must be pre-approved through the Professional Learning platform, prior to course enrollment.

Graduate ~~hours~~ ~~credits~~ used for horizontal advancement must be ~~hours~~ ~~credits~~ earned after the most recent, appropriate degree ~~advancement~~ was conferred.

~~Graduate hours must be earned from an institution of higher learning which is accredited by the Council for Higher Education Accreditation. Recognition by CHEA affirms that the standards and processes of the accrediting organization are consistent with the academic quality, improvement and accountability expectations that CHEA has established, including the eligibility standard that the majority of institutions or programs each accredits are degree-granting one or more of the following organizations:~~

- ~~○ North Central Association of Colleges and Schools~~
- ~~○ New England Association of Colleges and Schools~~
- ~~○ Middle States Association of Colleges and Schools~~
- ~~○ Southern Association of Colleges and Schools~~
- ~~○ Northwest Association of Secondary and Higher Schools~~
- ~~○ Western Association of Colleges and Schools~~
- ~~○ National Council for the Accreditation of Teachers in Education~~

~~Campbell County School District will accept credits for salary advancements that have been obtained following an employee's initial placement designation upon hire.~~

CCSD Credits - Professional Development offers a variety of classes to earn Campbell County School District credit. CCSD credits must be documented and recorded **with on an employee's Professional Development Learning transcript** to qualify for a lane change. When making a lane change, an employee can use a maximum of six (6) **of these** CCSD credits per lane change. CCSD credits will be submitted to the Professional Teaching Standards Board (PTSB) for employee recertification. **These credits cannot be doubled by using both a Professional Learning transcript and a PTSB transcript.**

CCSD Professional Development Hours – The District allows professional development hours as a way to earn credit. Fifteen professional development hours earned can be converted into one credit during credit conversion through Professional Learning twice each academic year (December and May).

~~CCSD Action Labs – Campbell County School District allows action labs as a way to earn credit. Action labs are sessions taught by CCSD employees that are relaying information from a conference, instructional best practices, and educational tools. Three contact hours equals one action lab. Five action labs equal one CCSD credit. Action lab content and course proposals will be submitted for approval to the Professional Development Committee prior to teaching.~~

~~CCSD Micro-badging – Micro-badges showcase specific skills and knowledge that have been acquired through learning experiences. The digital badge itself is a visual/digital image that a learner can display to represent their learning.~~

- ~~○ Classes to be offered in regard to district initiatives, school needs, instructional strategies, and technology.~~
- ~~○ Classes may be taught online, face-to-face, or a hybrid method.~~
- ~~○ Classes will be offered with contact time of 1.5 hours.~~
 - ~~▪ Option 1: Class will be offered for the full 1.5 hours (with reflection/creation built in).~~
 - ~~▪ Option 2: Class will be offered for one hour with a required submission of creation/implementation and/or reflection (totaling 1.5 hours).~~
- ~~○ Two micro-badge classes will equal one action lab credit.~~
- ~~○ Multiple learning experiences built around a single topic could be completed for a “micro-credential” of recognition.~~
- ~~○ Micro-badging content and course proposals will be submitted for approval to the Professional Development Committee prior to teaching.~~
- ~~○ If teaching face-to-face or hybrid, the delivery of the content will need to be before or after school.~~

Conferences - Conferences and **programs webinars** are another avenue to earn **credit for a lane change professional development hours**. If it is an approved conference/**webinar**, the employee will be granted **action lab credit(s) professional development hours** based on the number of contact hours of the conference/**webinar**. **For every three hours of the conference, the employee will earn one CCSD action lab.** It is the responsibility of the employee to **provide information to submit an external credit request through Professional Development Learning** regarding conferences, **within one year of conference date, for proper recording of credit(s) earned prior to attending the conference/webinar.** **To earn the credit, the employee must submit evidence of a supervisor approved presentation of the conference.**

Continuing Education Unit ~~Credits~~ - Continuing Education Units (CEU) can be converted to ~~action lab credit~~ professional development hours. ~~Three CEUs will equate to one action lab credit.~~ It is the responsibility of the employee to ~~provide~~ submit information to Professional Development regarding CEUs, within one year of completion, for proper recording of credit(s) earned. ~~an external credit request through Professional Learning to convert CEUs to professional development hours.~~

• ~~Credit Acquisition~~

TYPE	1 Micro-badge	1 Action Lab	1 Action Lab	1 Action Lab	1 Action Lab	1 CCSD Credit
HOURS	1.5 hrs	3 hrs	3 hrs	For every 3 hrs	3 hrs	15 hrs
CREDITS	1 Micro-badge	2 Micro-badges	3 CEUs	Conference time	1 Action Lab	5 Action Labs

Credit Conversion - the District allows for professional development hours to be converted into credits. It is the responsibility of the employee to complete credit conversion through Professional Learning.

- Credit conversion occurs twice a year in December and in May.
- 15 professional development hours can be converted into one full credit.
- Up to 45 professional development hours can be converted during each conversion window.
- Employees can opt for CCSD credit or university graduate credit.
- Graduate credit is only awarded upon completion of payment to the university.

PTSB Credit - Professional Teacher Standards Board sponsored workshops, conferences, and other learning opportunities that award PTSB credit will be reflected on the employees PTSB transcript. If an employee elects to use PTSB credits for a lane change, it is the responsibility of the employee to submit their PTSB transcript with lane change documentation. PTSB credits are equivalent to CCSD credits, therefore combinations of these two credits cannot exceed 6 when making a lane change.

Transcripts - It is the employee's responsibility to provide all needed transcripts as documentation of credits earned for a lane change. Transcript types:

- Professional Learning Transcript (CCSD credits)
- PTSB Transcript (PTSB sponsored credits)
- College/University Transcripts (Graduate credits)

Undergraduate Credits - ~~Campbell County School District~~ the District recognizes some programs and endorsement areas are only offered as undergraduate credits. To meet the instructional needs of a building or the District, CCSD may request that individuals complete specific undergraduate courses. ~~Such courses must be related to the certified personnel's current position or be part of an endorsement program that is considered to be of high demand at the time of approval.~~ To help employees grow professionally in particular areas, undergraduate credit will be allowed for a salary adjustment if the course or program has been approved by their administrator and the Professional Development Committee. No more than ~~fifteen~~ 15 undergraduate credits can be used over the lifetime of lane changes.

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LEGAL REFERENCE(S):

CROSS REFERENCE(S): 4060; 4020; 4020-R

ADMINISTRATIVE REGULATION: