

Bend-La Pine Schools
SALARY PLACEMENT PROCEDURES FOR LICENSED EMPLOYEES

Salary placement is determined by applicable professional experience and by graduate level credits earned by the professional educator.

Professional Experience – Educational experience is recognized for the successful completion of experience earned after a professional educator has obtained an approved educational license.

Relevant experience for newly hired, temporary or probationary professional educators will be given on the following basis:

- One year of credit for each year of full time teaching, minimum of at least 95 days within a school year.
- One year of credit for each year of half time teaching, minimum of at least 95 days within a school year.
- Experience must have been accrued in a licensed teaching assignment at an accredited public or private school.
- Credit for teaching experience in higher education, relevant to the teacher’s assignment, may be granted at the discretion of the Human Resource Director.
- Credit for teaching experience will **not** be granted for intern teaching, substitute teaching or practicum experience. With the exception of school Psychologists, they are given one year credit for their internship completed after their one year practicum.
- Speech Therapists – Credit for licensed experience in schools will be given under the same placement rules as teachers. Credit for private clinical experience will be determined by the Human Resources Director after evaluating all verified documents.
- Counselors – Credit for licensed experience in schools will be given under the same placement rules as teachers. Credits from transcripts will be counted after evaluating the counseling program in comparison to a teaching program from the same university.
- CTE Teachers – Per BEA Bargaining Agreement – The district may also grant experience credit on the salary schedule, to successful applicants for teaching positions in state approved professional technical programs for verified full-time work experience in the industry field directly related to the professional technical program in which the applicant will teach. Generally, the applicant will receive one (1) year of experience credit for two (2) years of applicable work in the field, not to exceed a maximum of ten (10) years of experience credit.

Educational Credits – Educational credit is recognized for additional post graduate level education beyond the date of the BA or MA degree or program which is the basis for the teaching license. Degrees or coursework completed before a licensure program, may be considered towards salary placement if relevant to subject of teaching.

- Transcripts must be submitted to the Human Resource Department within 90 calendar days of School Board approval of hire to receive credit toward initial salary placement. If transcripts are received after 90 days, the credit will be considered for the following school year.
- Initial placement on the appropriate column of the salary schedule will be determined on the basis of original transcripts submitted to the Human Resource Department.
- For current employees, graduate level credits must be earned by October 1st and turned into Human Resources by November 1st of the current year to be counted for salary movement. Any credits received after November 1st will be counted toward salary movement for the following school year. Movement for the current year may not be reflected until the November pay check but will be retroactive to the beginning of that current school year.

Placement – New employees may be placed at BA + 0 on the salary schedule if verification of college credits and previous teaching experience are not received. A record of credit must be presented to the Human Resource Department within 120 calendar days of School Board Approval in order to receive credit toward initial salary placement. After 120 calendar days, the credit will not be accepted. Adjusted placement on the salary schedule will be retroactive to the beginning of the current contract school year once credits and experience have been verified.

The Human Resource Director is the only District administrator authorized to determine the salary placement of a new employee. Discussions on salary placement by any other District employee are not offers of employment or obligations of salary compensation.