

**SALARY MANAGEMENT - AR**

- I. All salary scale determinations will be processed and implemented under the direction of the Superintendent or Assistant Superintendent for Support Services.
- II. Teachers and other certificated staff are personally responsible for meeting all MSDE certification requirements, obtaining and maintaining a valid certificate.
- III. Certificated staff will be placed on the salary scale that matches their level of experience and MSDE certification.
- IV. Teachers and other staff requiring certification that are not currently certified by MSDE will be placed on the salary step that matches their eligibility, on their first day of work, as described by MSDE regulation and determined by the Superintendent or Assistant Superintendent for Support Services.
  - A. This salary placement will be contingent upon actual receipt of MSDE certification within three (3) months of their first day of work.
  - B. Following receipt of a valid Provisional, SPC or APC certificate, such staff members will be placed on the appropriate scale and stop retroactive to the effective date noted on the certificate.
- V. Support staff salary determinations will be processed in a manner consistent with approved policies, regulations and schedules.
- VI. Part-time employees will receive and accumulate experience credit on a pro-rated basis.

**-END-**