C. Column Movement on the Salary Schedule

1. Graduate Credits, In-Service Credits, Professional Development Points (PDPs), and Continuing Education Credits (CEUs) earned OUTSIDE of normal contractual hours may be utilized for movement across the columns in the salary schedule.

2. In order to advance to any column on the salary schedule, teachers will be required to submit a form provided by the administration. The form must be provided to the Superintendent by November 1st of the year preceding the advancement.

3. It is the staff member’s responsibility to schedule an appointment with the Superintendent in order to review all credits, PDPs, etc., for column movement prior to a new contract being issued and the new column being put into effect.
   a. An advance to a new column will commence on September 1st provided that all documentation has been submitted on or before September 30th.

4. For movement beyond the Masters’ Degree Column, credits earned toward the next column must be earned after placement on one’s current column.

5. Teachers may only move one (1) column during each school year.

5. Fifteen (15) additional credits beyond your current placement in the salary schedule must be earned in order to move to the next column. There are several ways to complete these fifteen (15) credits.
   a. Credits, PDPs, and CEUs may only be utilized in whole units. Credit will not be given for combining partial credit hours or decimal increments of credits.
   b. The options for credit bundles for movement are as follows:
      1. All fifteen (15) credits are graduate credits.
      2. All fifteen (15) credits are in-service credits.
      3. Any combination of graduate and/or in-service credits that equals fifteen (15) credits.
      4. A minimum of eight (8) graduate and/or in-service credits (in any combination) and OUTSIDE OF SCHOOL PDPs and/or CEUs that are equal to 154 hours of professional development.
a. Twenty-two (22) PDP hours are equivalent to one (1) credit; 154 PDPs are equivalent to seven (7) credits.

b. Ten hours (10) hours of PD work is equivalent to one (1) CEU; sixteen (16) CEUs are equivalent to seven (7) credits.