

# EMPLOYEES

## Series 400

Policy Title Licensed Employee Continued Education Credit Code No. 406.03

Continued education on the part of the licensed employees may entitle them to advancement on the salary schedule. Licensed employees who have completed additional hours will be considered for advancement on the salary schedule. The board will determine which licensed employees will advance on the salary schedule for continued education keeping in mind the financial condition of the school district, the education and experience of the licensed employee, the educational philosophy of the school district, and any other items deemed relevant by the board.

Licensed employees who wish to obtain additional education for advancement on the salary schedule must notify their supervisor by September 10 of the school year preceding the actual year when advancement occurs. The superintendent has the discretion to approve credit outside the employee's area of endorsement or responsibility.

It is the responsibility of the superintendent to make a recommendation to the board for the advancement of a licensed employee on the salary schedule.

The requirements stated in the Master Contract between licensed employees in the certified collective bargaining unit and the board regarding continued education credit of such employees will be followed.

**Legal Reference:**

Iowa Code §§ 20.1, .4, .7, .9; 279.8 (2013).

**Cross Reference:**

405.00 Licensed Employees - General

406.00 Licensed Employee Compensation and Benefits

Date of Adoption: May 13, 2014 (Revised)

Related Administrative Rules and Regulations: \_\_\_\_\_