

## LICENSED EMPLOYEE CONTINUED EDUCATION CREDIT

Continued education on the part of 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.

Teachers who have been in the employment of the school district for one year or more may apply to receive a revised contract in the fall provided they become eligible to advance on the salary schedule after having been issued a contract in the spring. In order to apply for a revised contract, the following provisions must be met:

1. The teacher must file with the superintendent a Request for Program Approval, attaching a list of graduate courses approved by the college or university for the anticipated graduate degree. The superintendent has sole discretion to approve or to deny the Request for Program Approval, taking into consideration the programmatic needs of the district.
2. After the superintendent grants the Request for Program Approval, the teacher must submit to the superintendent for prior approval a Course Approval Request for each graduate level course to be taken to apply towards the approved graduate program, and a revised contract. All approved courses must be taken for graduate credit.
3. When enough approved graduate credit hours have been accumulated to qualify the teacher for contract revision, the teacher must file with the superintendent, on or before November 1, a Request for Contract Revision, along with a certified transcript(s) showing the total graduate credits earned or graduate degree earned. All graduate credits to be approved for a contract revision must be completed prior to September 1 of the school year in which the revision is to become effective.
4. Contract revisions will be taken to the school board for approval upon fulfillment of these provisions and shall be effective retroactively to the beginning of the contract year in which they were submitted.

In special cases and upon recommendation of the administration, exceptions may be made to this policy.

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.

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

Cross Reference: 405 Licensed Employees - General  
406 Licensed Employee Compensation and Benefits