

**SPRINGFIELD PUBLIC SCHOOLS**  
**Springfield, New Jersey 07081**

**POLICY: PERSONNEL/CERTIFICATED STAFF SALARY ADJUSTMENTS**

The Board of Education shall adopt salary guides.

All advancement on the schedule, including annual increments and raises as set forth in the salary schedule now in effect, and as the same may be adopted from time to time by the Board of Education, shall not be considered automatic advancement on any such column shall require favorable reports covering the professional competence, the performance of duties assigned and record of attendance of each employee by the Superintendent and those charged with supervisory responsibility, and approval by the Board of Education. All advancement on the salary guide shall be in accordance with an individual's training level and years of experience. Such advancement is not to exceed one (1) full step per year. Movement from the M.A. year salary level column to the 6<sup>th</sup> year level is based on 30 credits beyond the M.A.

*To effectively plan for the following year's budget, the certificated employee must notify the Superintendent or designee by December 30<sup>th</sup> of the current year that a higher salary status is contemplated within the following school year (commencing September of that following school year). Up to October 1, proof of attaining higher salary status will raise the rate of pay retroactive for that school year starting September 1. To achieve a higher guide status starting February 1, proof must be submitted by January 15.*

**Cross References:**

4131/4131.1 Staff Development

Approved: August 28, 1989

Revised: June 30, 1997

Revised: December 22, 2008

Revised: August 17, 2009