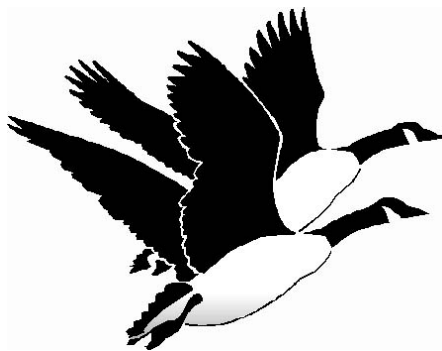


Rondout Valley Central School District
P.O. Box 9
Accord, New York



Guidelines for
Earned Salary Increase
In-service Credit Approvals
Conferences
And
Documentation

Updated June 2009

In-Service Credit Procedures

A. Professional staff members may acquire in-service credit (one (1) in-service credit per each 15 hour workshop participation) through attendance and participation in workshops, which have been pre-approved by the Assistant Superintendent. Fifteen hour workshops offered by the Rondout Valley Central School District, Ulster BOCES and/or the Mid Hudson Teacher's Center will be considered eligible if the workshops are directly related to the teacher's assignment area, are scheduled for non-working hours and are 15 hours in length. [Mylearningplan.com](http://mylearningplan.com) lists the catalogs and workshops available.

A Request for In-service Credit form must be submitted and approved prior to attendance at a workshop if in-service credit is to be eligible for future salary adjustments. (Note: Workshops of less than 15 hours in length are not eligible for consideration for salary adjustments.)

B. The following procedures are to be followed to obtain in-service credit:

1. Approval of Course/Workshop: Please complete a request for approval of a workshop at least two weeks before the workshop is scheduled by logging onto mylearningplan.com and using the Request for In-service Credit form. Also, please attach a brochure or include a detailed description of the workshop and forward to the Office of the Assistant Superintendent if the workshop requested is not listed in the catalogs on mylearningplan.com. The Assistant Superintendent will review the request.

2. All participants in a workshop are expected to sign in for documentation purposes.

3. Submitting Confirmation of Attendance at Workshops: Upon completion of an approved workshop, please submit documentation to the Office of the Assistant Superintendent. This office will retain copies for a minimum of three (3) years.

Requests for Earned Salary Increase

A. Upon completion of the requisite credits for your hiring date and degree status, please forward an application for salary adjustment to the Administrative Assistant for Personnel. Requests are to be submitted no later than two weeks following the first regular school day of the academic year for inclusion in payroll updates. Full documentation with official transcripts from an accredited college or university and confirmation of completion of approved in-service credit workshops is expected. On the Official Transcript the individual coursework credits must be awarded prior to September 1st. Contact the Personnel Office for the Request for Earned Salary Increase Adjustment form. Blank form is also available on mylearningplan.com.

Note: It is the responsibility of professional staff members to submit evidence of the successful completion of in-service programs and graduate credits for salary purposes to the Personnel Office. Acceptable evidence may include copies of official memorandums denoting completion of in-service programs or copies of certificates of participation from sponsoring in-service program agencies that specify the hours attended. Official graduate transcripts are required from the accrediting graduate institutions. All documentation should be forwarded together with the request.

B. The request and documentation will be reviewed and if all the documentation is in order, the Administrative Assistant for Personnel will then inform the payroll clerk that an adjustment to salary is to be made.

C. In-service credit will not be awarded for professional staff members' participation in workshops which occur during the instructional school day. Professional staff members who seek and receive in-service credit for participation in workshops will not be reimbursed for the costs associated with the workshops.

If a professional staff member is **required** to attend a workshop (e.g. during the summer recess months) as a representative of the District, the participant will receive per diem payment (1/200th) and the District will pay costs associated with workshops. In-Service credit will not be awarded. (Note: Graduate Credit Option: In lieu of per diem payment (1/200th) the teacher may opt to pay tuition costs and receive graduate credit, if available).

Professional staff members registered for pre-approved workshops must attend the entire 15 hour workshop to receive in-service credit for salary purposes.

Request to attend a Conference:

A Conference Request Form is available on mylearningplan.com. After logging onto mylearningplan.com on the left side will be **Activity Catalogs** listing: District Catalog, MHRIC Catalog, MHTC Catalog and Ulster BOCES. Click on one of these catalogs to enroll. Then under Activity Catalog there will be **Fill-In Forms**. Select **Conference Request Form** and fill out all information needed. If conference is not listed in any of these catalogs, all information will need to be typed in by user. It is important to send the pre-printed registration form (if the conference is not listed in one of the catalogs) filled out with backup information to the Curriculum Office. Forms should be submitted at least three weeks prior to the conference date to allow enough time for processing. Only after the conference is approved will registration take place. **Remember to check mylearningplan.com to know if the conference has been approved before attending. Please note:** After attending the conference, a **Conference Summary Report** needs to be completed in order for claim forms to be processed.

Definitions of terms:

Staff Development Days: These staff development days will supplement traditional Superintendent's Conference Days. Attendance is required as per applicable contracts.

Graduate Credit: Graduate credit is defined as credit earned for successfully completing a course at the post Bachelor's degree level at an accredited college or university. Graduate credit is valid as long as the issuing institution considers the course credit valid for application to a program degree. No credits earned prior to the awarding of the Masters degree may be used either independently or in combination with in-service credits for further advancement on the salary schedule.

In-Service Credit: In-Service credit is offered by the District when teaching (or teaching assistant) staff complete approved 15 hour workshops related to their instructional areas. Combined with graduate credit, pre approved in-service credit can also be applied to an application for a salary adjustment in September of each academic year.

For salary adjustments, the required combinations of graduate and in-service credits are grouped as follows for the 5-credit block for teachers.

3 graduate credits can be added to 2 approved in-service credits or
4 graduate credits can be added to 1 approved in-service credit or
5 graduate credits with no in-service credit

The Office of the Assistant Superintendent for Instructional Services will retain records of RVCSD in-service credit offerings and attendance for at least three calendar years. However, **it is strongly recommended that staff retain photocopies of any documentation they plan to submit for salary adjustments.**

Note: In-service credit is not approved for courses/workshops taken during the workday, nor for conferences, etc. for which the district is paying. Workshops eligible for in-service credit must be pre-approved and each must be a cohesive 15-hour workshop, not unconnected shorter workshops. A Request for In-Service form has been developed for approval and documentation of in-service credit as well as attendance at workshops not offered by the Office of Instructional Services. This form is available on mylearningplan.com.

Inservice: In-service is a general term which can refer to any number of different workshops offered by the RVCSD, professional organizations, etc. These may/or may not qualify for the 15 hour in-service requirement of a related course for credit that could be applied to salary adjustments. **It is the responsibility of the staff members to obtain pre-approval for in-service that has not been previously approved if they intend to utilize the workshop for salary adjustments.** This is expected to occur before the course is taken, to eliminate any misunderstandings.

If you have any questions please contact the
Office of the Assistant Superintendent for Instructional Services

687-2400 ext. 4805

Rondout Valley Central School District – Request for Salary Change

TO: Superintendent Of Schools

FROM: _____ **BUILDING** _____

This is a request for salary adjustment (From: _____ To: _____) based on the completion of the graduate and in-service courses listed:

Graduate Course Title	College Attended	Credits Earned	Date Completed	Official Transcripts Attached

In-Service Workshop Title	Sponsoring Agency	Hours Completed	Date Completed	Documentation Attached

I certify that the above courses have been completed and have attached official transcripts and documentation forms.

Signature of Employee _____ **Date** _____

I have reviewed the above request and accompanying documentation and approve the following salary adjustment:

(Specify # of Credits or Degree Change) From: _____ *To:* _____

Signature of the Superintendent of Schools: _____ **Date** _____