

## CLARK COUNTY SCHOOL DISTRICT REGULATION

R-4292

### PLACEMENT AND ADVANCEMENT ON THE TEACHER SALARY SCHEDULE

#### I. Licensure

- A. The Clark County School District recognizes only those degrees granted by an accredited institution recognized by the Nevada State Department of Education.
  - 1. It is the responsibility of employees to comply with all licensing requirements in order to receive salary.
  - 2. An employee who fails to renew a valid license for the assignment or remove license provisions in a timely manner shall be admonished and suspended, and subsequently dismissed as appropriate. The employee may apply for employment when he/she has a valid license. There is no guarantee of reemployment.

#### II. Placement and Advancement on the Teacher Salary Schedule

- A. Placement on the Teacher Salary Schedule shall be made in a manner consistent with the current negotiated agreement between the Clark County Education Association and the Clark County School District and within the following parameters for recognition of appropriate full-time experience outside the school district.
  - 1. A public or private school must have been approved by the licensing authority of the state or governmental entity where the school is located.
  - 2. A public or private school must have been part of a district which receives accreditation from one of the nationally recognized accreditation associations.
  - 3. Service credit may also be granted for full-time contracted teaching experience at an accredited college or university.
- B. Step advancement shall become effective at the beginning of each contract year and consistent with the terms of the negotiated agreement.

1. Licensed employees with a contract effective date no later than January 31 shall be granted a full step increment for the ensuing year.
  2. Licensed employees with a contract effective date of February 1 or later shall not receive a step increment for the ensuing year.
  3. Applicant substitutes will be placed at the appropriate step of the Teacher Salary Schedule as of the effective date of a contract. A retroactive payment will not be allowed.
- C. Credit units granted for advancement on the salary schedule, including dissertations, projects, and oral examinations for advanced degrees, must have been completed prior to the last working day of September of the year in which the increment growth units are to be applied for salary step advancement.
1. Transcripts must be on file in the Licensed Personnel Department no later than November 1 of the year in which the increment growth units are to be applied for salary step advancement.
  2. Failure to meet the specified deadline in submitting documentation that all requirements have been met will result in a delay in advancement on the salary schedule until the next contract year.
  3. An extension of not more than ten (10) days may be made when, prior to the deadline, there is evidence that the employee has completed all requirements for the necessary credit and that the employee has timely requested that the appropriate transcripts be forwarded.
- D. When the district's general operating fund pays for the employee's tuition, per diem, or travel expenses, professional growth credit shall not be granted for advancement on the salary schedule.
- E. Time spent on an approved leave of absence from the Clark County School District for professional improvement shall be counted toward step advancement when the licensed employee successfully completes the approved program for which the leave was granted.

- F. A former licensed employee of the district who is reemployed within eleven (11) years of the date of termination shall be placed on the salary schedule commensurate with training and experience. All other placement will be made as provided in the current negotiated agreement between the Clark County Education Association and the Clark County School District. All benefits shall be reinstated unless provided otherwise in the respective negotiated agreement.

Review Responsibility: Human Resources Division  
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