



429 Licensed Employee Salary Determination

I. Purpose

The purpose of this policy is to provide for fair and consistent determination of new and existing licensed employee salaries in conjunction with the licensed salary pay schedule adopted by the NSCS Board.

II. General Statement of Policy

This policy outlines various circumstances to guide the Director and/or the Board (in the case of the Director) in determining licensed employee salaries for teachers, psychologists, speech therapists, occupational therapists, physical therapists, school counselors, and administration (if s/he holds licensure) who are employees of NSCS and whose position requires licensure through the MN Department of Education. Policy details could also provide guidance for determining wages for subcontracted licensed personnel.

III. New Hires

Newly hired licensed employees will be granted up to eight years of relevant previous experience on the NSCS Licensed Salary Schedule as described in section IV.

IV. Degrees & Credits

For new hires, graduate degrees and credits in Education will be acknowledged on the salary schedule. The Director will make final determination of which degrees and credits will apply and may consult with the Personnel Committee as needed.

For existing employees who earn additional credits (i.e.: graduate degrees), all credits in an accredited Education program will be accepted. Any credits not affiliated with a Master's Program must be applicable to K-6 education or be related to the operation and governance of our organization and facility. Credits shall be submitted by September 1 for approval by October 1 and by January 1 for approval by February 1 of each year. Retroactive payment will be provided for the dates September 1-30 and for January 1- January 31.

V. Previous Experience

All licensed K-12 experience in the job class which the employee is being hired will be honored (up to 8 years) on the appropriate salary schedule within the last ten consecutive calendar years and is subject to the following conditions:

Parochial and private school experience will be acknowledged if the person held a valid teaching license at the time they were employed in such schools.

Part time experience will be honored as follows: Part-time experience will be examined on a cumulative basis and rounded to full-year experience.

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Revised:6/02/2014
Reviewed:3/23/2020

Long-term substitute experience will be accepted if the licensed employee held the same position for 8 consecutive school months.

VI. Verification

Verification of experience and higher education degrees and credits will be required of all new personnel. Transcripts, or copies of transcripts are accepted for verification of credits and the NSCS Previous Experience form will be used to verify teaching experience.

VII. Exceptions

The Director may request approval from the NSCS Board for exceptions or exemptions from any portion of this policy. This would occur in the event of justifiable circumstances, such as (but not limited to) a shortage of candidates in a certain field or in the event of retaining a qualified employee where replacement of that employee is not possible.