

**328-AR-4. CHANGE IN PAY SCALE FOR PROFESSIONAL EMPLOYEES**

Each employee who desires to be moved laterally on the pay scale based upon a degree attained or graduate-level credits earned shall submit a letter requesting the move along with an official transcript to the Superintendent. A lateral movement may occur twice yearly at the start of each new semester (fall and spring). Paperwork must be submitted no later than four weeks prior to the end of the semester preceding the request. In the event there is a delay in issuance of the transcripts, pay will be adjusted, retroactively to the start of the new semester the benefit was to take effect.

For consideration of placement on the Master's scale, the following criteria must be authenticated:

1. Earned master's degree, indicated on an official university transcript from an accredited college or university.
2. Certificate of Master's Equivalency issued by the Pennsylvania Department of Education, accompanied by official transcripts.

Graduate credits beyond the Master's degree for pay scale consideration will begin to accumulate after the Master's degree has been earned.

No action regarding the salary change request will be taken until all of the credentials have been reviewed by the administration.

**REVISED December 13, 2011**