

**328-AR-3. SERVICE CREDIT FOR THE NEWLY EMPLOYED PROFESSIONAL STAFF**

The following procedures are to be followed in determining the service credit given to newly hired school district professional employees:

1. New employees may be granted credit at the discretion of the Board for long-term substitute work in the United School District. This credit will only be given in increments of one (1) year. At no time will half-year credit be given.
2. New employees may be granted credit for basic education teaching experience at the discretion of the Board. This credit, when given, will be in even increments of one (1) year for service in public schools and of one (1) year for every two (2) years in an accredited private school. No credit will be given for service of less than one (1) year. The number of years of credit granted by the Board is to be determined at the time of employment. No further consideration of this service will be made after employment.
3. When an employee is hired as either a temporary professional or professional employee during the regular school year they will receive their prorated share of the salary due based on their service. The salary for the second year will be based upon the salary on which the previous year's salary was prorated. At no time will employees be placed on 1/2 incremental increase status.
4. In all instances the terms and conditions of job entry employment rests with the School Board.

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