

## San Juan BOCES

### Movement on the Salary Scale

Employees can move horizontally on the salary scale using a mix of graduate credit hours and continuing education units (CEUs).

**Graduate credits:** All graduate credits are applicable for movement on the salary scale, whether the credits were earned during employee contract time or BOCES sponsored professional development. BOCES does not pay for graduate credit. College transcripts are required as proof of credit.

**Continuing Education Units (CEUs):** CEUs that are earned by the employee beyond contract time are applicable to salary scale movement.

Continuing Education unit (CEU) by definition is:

- One CEU is equivalent to 15 professional educational activity contract hours
- One CEU is equal to one (1) semester hour of renewal credit
- Forty-five (45) hours of contact/professional development is equal to three (3) college credit semester hours.

Contact hours are the amount of hours spent in a professional educational activity off contract time and must be directly related to the professional position for which the person is employed.

A professional association generally recognized by the employee's professional organization provides professional educational activities. If there is a question as to whether the units will count for movement on the salary schedule scale, pre-approval through the executive director is recommended.

The executive director will have the final approval of all CEUs. If a question arises about the approval of CEU(s) the executive director may consult with the Leadership Team to resolve the problem.

Employees may use vacation days or personal days to take courses. With approval of the Executive Director, employees may use professional days, when vacation and personal days are exhausted. To use these professional days, the employee must pay for expenses associated with the professional educational activity.

The Movement on the Salary Scale policy is governed by the general policies of the San Juan Board of Cooperative Educational Services, which will override this policy if there is a discrepancy.

\*This policy only applies to BOCES employees who are eligible for the BOCES salary scale.