

RULES AND REGULATIONS
FOR ADMINISTRATION OF SALARY GUIDE

1. The steps referred to in the salary guide shall not necessarily be considered as yearly steps, although normally such is the intent. It is the prerogative of the Board of Education to determine upon the time for such steps.

2. In general, new appointees to the staff shall be employed at their proper step on the guide, allowing full credit for public school experience outside of Nutley. Experience other than in the public schools shall be evaluated by the Superintendent of Schools. If a teacher resigns and is re-elected within one year, the salary may be set in accordance with leave of absence rules at the discretion of the Board of Education. Where conditions make that impractical or impossible, the best interest of the school system shall be the guide. In times of emergency or teacher shortage, initial salaries shall be determined in terms of the best interest of the schools. No one shall be employed except by special action of the Board of Education, at a salary above the 10th level in any of the categories of the salary guide.

3. All increases in salary shall be based upon meritorious service. Each principal and supervisor shall rate the teachers who come under his supervision. The ratings will cover such matters as teacher attitude, professional improvement, skill in management and control of pupils, skill in teaching, cooperation in school and community, and other pertinent factors which should govern advancement. These ratings will furnish the basis for recommendation by the Superintendent and approval by the Board of Education.

4. Administration of the salary guide shall be a function of the Superintendent of Schools. Requests for consideration of transfer to a higher level on the guide must be filed with the Superintendent on or before April 15th in any year if a change is to be made for the following year's contract. Final evidence of such change must be submitted to the Superintendent not later than the opening day of school in September following. At that time a contract change will be made. If such evidence is not submitted at the prescribed time, no contract change will be made for that school year.

5. "Bachelor's degree or the equivalent" shall mean a bachelor's degree conferred by a college or university whose courses for such degree are acceptable to the state board of examiners for certification purposes or proof of the satisfactory completion of 128 semester hours in courses in any college or university, or colleges or universities, whose courses for the bachelor's degree are acceptable to the state board of examiners for certification purposes.

"Five or more years of training" shall mean proof of the satisfactory completion of 30 additional semester hours in graduate courses beyond the course requirement for the bachelor's degree in any college or university whose graduate courses for the master's degree are acceptable to the state board of examiners for certification purposes.

"Master's degree" shall mean a master's degree conferred by a college or university whose courses for such degree are acceptable to the state board of examiners for certification purposes.

"Six years of training" shall mean a master's degree plus proof of the satisfactory completion of 30 additional semester hours in graduate courses in any college or university, or colleges or universities whose graduate courses for the master's degree are acceptable to the state board of examiners for certification purposes.

"Doctor's degree" shall mean a doctor's degree conferred by a college or university whose courses for such degree are acceptable to the state board of examiners for certification purposes.

6. Supplemental contracts listed below may become part of the base salary during the year the staff member becomes 57 years of age.

- Department Heads
- Teachers of Subnormal Classes,
Speech Therapy and Remedial
Reading
- Administrative Assistants in the
High School
- Director of Guidance

7. Effective July 1, 1969 - provisions of these rules and regulations not retroactive.

Adopted: March 26, 1969