CONTINUING SALARY INCREASE GUIDELINES – IIPSA

A. 1. There are four ways one may qualify for continuing salary increase.

   a. Teach or successfully complete nine (9) term hours of college related academic course work through an accredited college or university,

   b. Complete an approved work experience of one hundred sixty (160) hours or more, outside the work schedule, directly related to the subject taught at the Capital Area Career Center. (Only CACC instructional staff is eligible for this option),

   c. The equivalent in related seminars and/or workshops as set forth in the guidelines developed by the professional development committee, or

   d. A combination of any of the above (noted restriction on option b).

2. The professional development committee, consisting of two (2) persons appointed by IIPSA and two (2) persons appointed by the Board, has developed the following guidelines for option A.1.c. above.

3. The requirement can be met with equivalent credit hours earned in related seminars, workshops and other approved activities as outlined below. An equivalent credit hour is calculated thus:

   a. Eighteen (18) clock hours are equal to one equivalent credit hour.

   b. If a combination of course works (option A.1.a. and option A.1.b. and/or option A.1.c.) are used, the course work is equal to eighteen (18) clock hours per term credit, when calculating for a total of 160 equivalent credit hours.

B. Guidelines for option A.1.c. above (equivalent activities).

   1. The options are:

   a. Workshops/ Conferences/ Seminar Attendance - Equivalent credit hours may be earned for attending approved conferences, workshops or seminars sponsored by an established, recognized organization.
b. Participation in Educational Conferences, Seminars and Workshops - Equivalent credit hours may be earned for participating in conferences, seminars or workshops in the following ways:

(1) Program Planner – Must have major planning and coordinating responsibilities.

(2) Program Presenter – Speaker

(3) Preparation for Presentation – If that preparation takes place outside of working hours.

c. Conducting and reporting completed original research – The research relevant to professional discipline and/or professional's assignment. Method of reporting is subject to approval of supervisor.

d. Publication in professional journal

e. Participation as an officer of, or as a member of, a national, state or local association, board, committee or service on an IISD committee established by the Board of Education (excluding IIPSA). Equivalent credit hours may be earned for service in this category in the following ways:

(1) Office Holder – Must hold major office (president, vice-president, program chairman, etc.).

(2) Membership on a Committee, Board or Organization – Examples: Chamber of Commerce, Urban League, Big Brothers/Big Sisters, GLARC, AVA, Mental Health Board.

2. Equivalent Credit Hour Maximums

a. Attendance at conferences, seminars or workshops: 80 hours maximum. Attendance must be approved in advance. A copy of the program description and agenda must be furnished to the supervisor, along with an itemization for non-working hours to be applied toward credit.

b. Participation in educational conferences, workshops or seminars: 60 hours maximum.
(1) Program Planner – Letter of documentation written by chairperson of conference or planning committees. 20 hours maximum.

(2) Program Presenter – Submission of program and outline of the presentation. 20 hours maximum.

(3) Preparation for Speaking – Detail length of presentation and hours spent in preparation. 20 hours maximum.

c. Original Research: 80 hours maximum. Research design is approved in advance by supervisor. Design must include method of reporting. Design must include:

(1) Research design format should include statement of problem (include purpose and importance to position at IISD), procedures and process (include subjects, needs, testing procedures) and dissemination plan.

(2) A copy of the written research must be submitted to the supervisor.

d. Journal Publication: 60 hours maximum.

e. Committee, Organization, Board participation – 45 hours maximum total for category.

(1) Officer in Professional Organization – 25 hours maximum. Written documentation supplied by authorized representative of the organization (form available).

(2) Committee, Organization, Board Participation – 20 hours maximum. Written documentation supplied by president or chairman of committee or organization (form available).

(3) NOTE: One cannot claim credit for being a committee/board member and officer in the same organization in the same year.

C. Documentation Guidelines (prior approval required)

1. College or University Teaching: Letter from college or university indicating course taught, time schedule, course duration and credit value.
2. Advanced Education: Official university transcript or grade report showing successful completion of course.

3. Supplemental Work Experience:
   a. Describe work plan, which describes the work plan in detail, with projected date for completion to the supervisor 10 days in advance of the work experience. Indicate how the experience relates to position at IISD.

   b. Furnish letter from employer or work experience supervisor outlining nature and duration of work experience.

4. Equivalent credit hour option: Activities as detailed in B.1.e.

5. Prior approval by supervisor needed for all plans. If not obtainable, may be appealed to a division head.

D. Other

1. The optional activities outlined in B.1.e. entitled Equivalent Credit Hour Options apply to Section 5.8 of the contract and do not apply under Section 3.4 of the contract.

2. Questions that cannot be answered by an employee's immediate supervisor should be directed to the director for human resources.

3. A committee composed of the IIPSA president and the director of school development services will act as a review committee for the human resources office to consider the requests for equivalent credit hours for the activities not covered in this document.

ADMINISTRATIVE REGULATION

Approved: February 7, 1983
Revised: June 19, 1984