

Policies and Regulations

Section G - Personnel

Salary Schedule - Licensed Personnel on the Teacher Pay-Scale

Adopted: March 2, 2022

The teacher pay scale will be based upon a reasonable base salary and take into consideration credible years of public or private school experience, degree of educational training and such other criteria as the Board may deem appropriate.

Placement on Salary Schedule

- Credit shall be given for degree status and hours earned beyond a particular degree based on the qualifying criteria established and the transcripts on file at the time of employment. Additional transcripts which might affect placement on the salary scale must be received prior to initial employment.
 - Unless specifically identified, undergraduate or graduate hours used for receipt of the BA+15 or MA+15 salary level must have been earned after the degree was awarded or be supported by evidence that the courses were not used to meet the requirements of the bachelor's or master's degree.
- All licensed persons will have their placement on the teacher pay scale determined by years of experience.
 - Allowed Credit for Years of Experience:
 - Full-time equivalent teaching experience in an accredited public school (as long as teaching was not part of the requirements for a program that lead to the applicant's degree)
 - Full-time equivalent teaching experience an accredited private school.
 - Full-time equivalent teaching experience in an accredited public or private college or university.
 - Librarian/Media Specialist: Full-time equivalent experience as a librarian/media specialist in an accredited educational institution is creditable. Experience in a public library or military/federal library is not creditable.
 - Other Work Experience: Generally degreed teachers are not awarded credit for work experience, except as indicated above. However, the Executive Director of Human Resources may make exceptions for good cause, e.g., degreed nursing instructors may be granted credit for hospital experience; non-degreed vocational teachers may be awarded credit for work experience related to their teaching area; school counselors for counseling in public or private agencies which focus on total growth of children; and technology education teachers or teachers in a critical shortage area for related work experience.
 - Only years of experience approved by the Executive Director of Human Resources will be used for salary scale placement by an employee.
 - Experiences Not Allowable
 - Substitute teaching or non-contracted work assignments
 - Teacher assistant or tutor positions
 - Private instruction (teaching or consulting)
 - Non-academic administrative experience
 - Daycare center experiences

- Random or intermittent experiences
 - Practice or student teaching
 - Graduate assistantships or internships
- Credit for part-time employment in another public school system or Manassas Park City Schools system may be given if the experience is in an accredited public school. Credit will be based on a year-of-experience ratio of three part-time years to 1 year of full-time experience, 3-to-1, up to the maximum credit allowed.
- An employee transferring from a full-time position in another school system must have worked more than 50% of the school year of the system from which they are transferring to receive credit for a year of experience.
- Employees of the Manassas Park City Schools must work at least 50% of the school year either as a full-time or part-time employee to be eligible to advance in the salary scale in the manner prescribed.
- Appealing years of experience credit procedure is as follows:
 - Licensed personnel will need to submit the Prior Years of Credible Service form to the Human Resources Department by April 8, 2022, for the years to be included in the next contractual year.
- All licensed personnel shall advance one (1) year on the salary schedule for every year of continuous service upon the School Board authorizing step increases.
- Licensed personnel submitting transcripts reflecting additional graduate credit will receive a salary adjustment under the following conditions:
 - Documentation shall be on file in the Human Resources Department by February 1st of the contractual year. The salary upgrade will be pro-rated at the time of approval.
 - Written correspondence requesting appropriate placement, addressed to the Department of Human Resources, is necessary before the salary adjustment is processed.
- Credits received after February 1st of the contractual year shall not provide for a salary adjustment until the next contractual year.