



**Purpose** – These guidelines articulate how professional staff members' salaries will be determined upon hire and apply only professional staff members hired on/after January 01, 2025.

The District's salary placement recommendations shall follow the guidelines in this procedure, but the District retains employer discretion in its hiring decisions, provided they do not violate applicable law. These guidelines shall be reviewed at least annually by the Superintendent and will be made public on the District's website.

- Initial salary schedule placement for professional employees covered by the recognition clause of the Collective Bargaining Agreement between the Central Bucks School District and the Central Bucks Education Association (CBEA) will be determined by the Human Resources hiring team, which may include the HR Director, HR Manager(s), Finance Manager, Superintendent, and other Executive Leadership Team members.
- New professional staff hires will be made an offer of employment which includes placement onto the salary scale and a starting salary which is in a column and on a step. The District shall recommend initial salary placements for the approval of the Board of Directors in a manner that ensures consistency, honors budgetary constraints, and promotes recruitment and retention of highly qualified employees.
  - Column Placement takes into account the relevant educational level achieved prior to hire (for e.g., Bachelor's Degree (B), Bachelor's plus 24 post-baccalaureate credits (B+24), Master's degree (M), or Masters plus 30 credits (M+30)). The credits that will be counted for column placement will be those earned **after** certification and that **comply** with the CBEA agreement. As of January 01, 2025, credits earned through the following courses will not be eligible: Partnership, Self-Paced, Third-Party Vendor, Community Colleges, Partial Semester, Non-PDE Approved, or Unaccredited Institutions or Programs.
  - Step Placement considers a variety of other factors, including but not limited to prior CBSD teaching experience; public/private/charter teaching experience; "industry" experience; PA or out-of-state teaching experience; certification; difficulty in filling the position; time of year; number of applicants; and nature of position (special education, specialist area, etc.).

## **Definitions**

- Columns shall mean the incrementally increasing vertical portions of the salary matrices that denote levels of credits/education professional staff members can earn beyond their credits required for certification.
- Hard to fill positions shall mean those positions for which there is a need but a limited pool of qualified candidates to fill such positions. Hard to fill positions shall be identified by the District at least annually.
- Initial salary placement shall mean the salary on a step and in a column, as determined by the District upon the hire of a new professional staff member.
- Long-term substitute shall mean an individual filling a temporary vacancy (i.e., leave of absence, sabbatical, teacher on special assignment replacement) or teaching on an emergency permit for at least one full semester (i.e., at least 92 days).
- Steps shall mean the incrementally increasing rows on the salary schedule. Steps are not synonymous with years of experience.
- Step Placement Form shall mean the form completed and retained in an employee's personnel file that explains the employee's initial salary.
- Qualified professional experience shall mean time spent in a professional position working under a certification.

## Guidelines

- Qualified professional experience shall be calculated according to the information below. Time spent as a long-term substitute shall **not** count toward qualified professional experience. Additionally, if the result of the calculations below result in any decimal/partial number, rounding down to the nearest whole number shall be applied (e.g., 2.5 years of qualified professional experience shall equal 2.0 years of qualified professional experience).
  - One (1) year teaching in a Pennsylvania Public School as a Temporary Professional Educator (TPE) or Professional Educator (PE) will count as one (1) year of qualified professional experience.
  - Every two (2) years teaching in a charter school (brick-and-mortar or cyber), private, parochial, out of state, or international school will count as (1) year of qualified professional experience.
  - Every three (3) years working in industry in an area directly related to a candidate's certification will count as one (1) year of qualified professional experience.
- Step placement for newly hired professional staff members shall be determined based on the data in the table below. Should qualified professional experience exceed the steps in the column relevant to educational level achieved, the step placement shall not exceed the highest step in the educational column. Several examples are provided in Appendix A.

Qualified Professional Experience	0-1	2-3	4-5	6	7	8	9	10	11	12	13	14	15	16	17+
Initial Salary – CBSD Step Placement	1	2	4	5	6	7	8	9	10	11	12	13	14	15	16

## Additional Step and Column Information

- Once an employee is placed on a step (and in their appropriate column), they will proceed to the next step in accordance with the CBEA collective bargaining agreement. Individual salaries will **not** be reviewed nor renegotiated, as CBEA is the exclusive bargaining agent for professional staff.
- New hires who have an Emergency Permit will be placed on Step 1, and are ineligible for an employment contract, even if the position itself is contract eligible. If proper certification for that position is obtained during the school year, and if the position is contract-eligible, the HR Director **may** reconsider the step placement for the purpose of offering the employee a contract.
- Long-Term Substitutes (i.e., those individuals hire for a semester – at least 92 days), properly certificated, will be placed on the salary scale just as any contract-eligible professional.
- Superintendent approval is required for any new hire above the average rate at which the teaching position may have been budgeted for that school year (in consultation with the Finance Office).
- The Superintendent may authorize greater step placement for hard to fill positions.
- In all step placements, the Step Placement Form shall be completed and included in the employee's personnel file. Variance from the recommend step placement should be clearly documented in the employee's file and must be approved by the Superintendent.

CENTRAL BUCKS SCHOOL DISTRICT

***Positions Designated as “Hard to Fill”***



CBSD has designated the following positions as “hard to fill” effective January 01, 2025.

**Board Certified Behavior Analysts**

**Chemistry**

**English Language Development**

**Family & Consumer Science**

**Physics**

**School Psychologists**

**Special Education**

**Technology Education (Tech Ed)**

**World Language**

# APPENDIX A

## Candidate Profiles and Initial Salary Calculations for Step Placement

Qualified Professional Experience	0-1	2-3	4-5	6	7	8	9	10	11	12	13	14	15	16	17+
Initial Salary – CBSD Step Placement	1	2	4	5	6	7	8	9	10	11	12	13	14	15	16

**Candidate A** - Candidate A has six (6) years of experience teaching in Pennsylvania (1 as a long-term substitute and 5 as TPE or PE). Based on the calculation below, Candidate A will be placed on step 4.

Assignment	Qualified Professional Experience
Long-term sub	0
PA Public School (TPE or PE)	5

**Candidate B** – Candidate B has four (4) years of parochial school experience, three (3) years of cyber charter school experience, and four (4) years as a TPE or PE in a public school in Pennsylvania. Based on the calculation below, Candidate B will be placed on step 6

Assignment	Qualified Professional Experience
Parochial school	2 (one year of qualified professional experience for every two years in a parochial school)
Cyber charter school (TPE or PE)	1 (one year of qualified professional experience for every two years as a TPE or PE in a cyber charter school – round down for odd numbers)
PA public school (TPE or PE)	4

**Candidate C** – Candidate C taught for two (2) years in a public school out of state. Candidate C then taught in Pennsylvania for 9 years (2 years as a long-term substitute in two different districts; 7 years as a TPE or PE in a district). Based on the calculations below, Candidate C will be placed on step 7.

Assignment	Qualified Professional Experience
Out of state/public school	1 (one year of qualified professional experience for every two in an out of state public school)
Long term sub	0
PA public school (TPE or PE)	7

**Candidate D** – Candidate D taught internationally for eight (8) years and then worked as a TPE or PE in a Pennsylvania public school for 11 years. Based on calculations below, Candidate D will be placed on Step 14.

Assignment	Qualified Professional Experience
International School	4 (one year of qualified professional experience for every two in an out of state public school)
PA Public School (TPE or PE)	11

**Candidate E** – Candidate E worked at behavioral health center for 2 years. Candidate E then served as a BCBA for 6 years in a private school. Candidate E also has 2 years of experience as a TPE or PE in a Pennsylvania Public School. Based on the calculations below, Candidate E will be placed on Step 5.

Assignment	Qualified Professional Experience
Industry	1 (one year of qualified professional experience for every two years in industry)
Private School	3 (one year of qualified professional experience for every two years in private schools)
PA public school (TPE or PE)	2