

## Administrative Regulation

In-Service Education for Salary Credit, Guidelines for

- A. In-service education courses, providing credits for advancement on the salary schedule, will be planned, coordinated, and conducted under the supervision of the administrators of elementary and secondary education.
- B. In-service education courses, developed to meet the needs identified by the district or expressed by certificated staff members, shall require authorization and approval from the administrators of elementary and secondary education.
- C. The administrators of elementary and secondary education shall be responsible for the operation of the in-service education programs, including development of all necessary forms, course details, announcements, and recordkeeping. Upon satisfactory completion of course requirements by the employee, the administrators of elementary and secondary education shall be responsible for notifying the Office of Personnel Services so that appropriate salary schedule changes may be made.
- D. Board-adopted tuition/fees shall be charged employees who enroll for in-service education courses offered by the district.
- E. Courses offered for in-service education credit shall be conducted by an instructor/group leader as approved by the Board of Education.
- F. All courses offered for in-service education credit will be conducted at times not in conflict with the employment hours of participants.
- G. District employees serving as instructors of in-service education courses shall be paid at the regular teachers' hourly rate for the number of clock hours of instruction approved for a particular course. District employees will be paid only for those hours of instruction which occur beyond their regular work hours.

H. For those in-service education courses in which instructors are paid, a minimum enrollment must be maintained throughout the period of the entire course, as follows:

1. One-credit courses, or fraction thereof: 10 participants
2. Two- or three-credit courses: 20 participants

For those courses in which the instructor is not paid, the minimum enrollment will be determined at the discretion of the instructor and the appropriate director of instruction.