

## Administrative Regulation

Certificated Employees, Salary Schedule Advancement

Certificated employees qualifying for advancement on the salary schedule must compute all course work including district in-service education credits by their first contractual day of the school year.

Payroll changes, due to advancement, will not be made until transcripts or other necessary supporting documents have been presented to the Office of Personnel Services. All such transcripts and documents must be presented to the Office of Personnel Services by November 1. The presentation of transcripts and documents cannot be accepted beyond November 1 for advancement on the salary schedule during that school year.

Ref: EC Sections 35161, 45022-45023

Approved: February 20, 1970

Revised: August 27, 1979

Reviewed: March 4, 1986

Revised: July 1, 2000