

PERSONNEL**SALARY SCALE GUIDELINES: LAY TEACHERS**

The following guidelines should be reflected in the preparation of the school's salary scale:

1. The base starting salary is that for a full-time teacher with a Bachelor's degree, with Pennsylvania Instructional I certification and no teaching experience. Part-time teacher salaries may be pro-rated on the base salary scale of the full-time teacher.
2. The local Board of Education shall determine the number of years in the salary scale.
3. The scale incorporates an annual increment.
4. To encourage teachers to continue professional growth and improvement through study, the salary scale may include the following or similar steps:
 - a. An increment for the first group of twelve credits beyond the Bachelor's degree;
 - b. An additional increment for Bachelor's with Instructional II certification;
 - c. A third increment for the teacher with Instructional II, who earns a Master's degree (but not for the Master's equivalent);
 - d. The increment for teachers who have not received Instructional II certification after eight years of experience may be reduced or halted.
5. Teachers already employed are to be placed on their proper step of the salary scale according to their degrees and years of experience.
6. Newly hired teachers shall receive credit for all their years of full-time teaching in a Catholic school.
7. When currently employed teachers have achieved degreed and/or certificate status, and present their credentials to the school, they are to be placed on the appropriate step of the salary scale.
8. It is diocesan policy that only degreed and certified teachers are to be hired for the areas of education for which they have had professional preparation.

Policy Revised:
January 1, 2003

NCD/Bishop of Harrisburg