



Credit for Prior Teaching Experience and New Employee Placement on the Salary Schedule

Policy Series: 5000 Personnel

Policy No. 5325

Purpose

The purpose of this policy is to establish uniform standards and procedures for awarding credit for prior teaching experience in accordance with Utah law, applicable licensure requirements, and District compensation practices. The Board of Education recognizes the importance of hiring and maintaining a high quality work force to promote student learning. The Board believes that having an excellent staff throughout the district is critical to provide quality education for students. The Board of Education is committed to ensuring that prior qualifying educational experience is evaluated consistently, fairly, and transparently to support the recruitment and retention of highly qualified educators. Please see [Procedure 1](#) of this policy for further directions.

Credit for Prior Teaching

The district advertises for many staff vacancies each year, and the applicant pools for each position can be extremely varied. Excellent educators from outside the district who are selected for positions may request placement on the respective salary scale beyond what has, to this point, been common practice in Provo City School District.

This policy is in recognition of the need to hire well qualified staff and in further recognition that excellent veteran teachers and other staff may need to be granted additional credit on the salary schedule in a way that gives appropriate credit for verifiable years of previous relevant work. This practice applies to contracted staff new to Provo City School District. The Board directs the superintendent to develop procedures to define the criteria and circumstances where such salary schedule placements for contracted employees might be accomplished.

Some of the criteria to justify such salary schedule placements may include:

- Verifiable excellence in the position prior to coming to Provo City School District

- The in-demand nature of the position (such as math teachers, special education teachers, technical teachers, other contracted specialists)
- Unsuccessful prior attempts to hire the position within the same hiring season
- The lack of a deep pool of viable applicants
- Positions for difficult/demanding assignments that generally garner low levels of qualified applicants (English-Debate, principals, athletic directors)
- Positions requiring other unique experience

Credit for Experience

In the event the District negotiates the amount paid as salary, step placement, or lane placement for an individual contract of employment with a new certified employee in the District, the Board may grant credit for prior teaching experience in the public schools.

Partial Year Experience

In calculating credit for experience for compensation purposes only, a certified employee shall be given partial credit for less than a full school year in an amount proportionate to the part of the year worked by the employee.

Interpretation of this Policy

Nothing in this policy shall be construed to require recognition of prior credit for teaching outside the District or for partial credit for less than a full school year in determining whether a certified employee has an expectation of continued employment under the District's Orderly Termination Policy.

Nothing in this policy shall be construed to mean that teaching experience is the only or most important factor in making employment decisions. Certified employees shall be employed based upon all factors related to professional qualifications.

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Board Approved: August 13, 2013
Revised: August 18, 2014
October 10, 2017