

SUBJECT: PART-TIME FACULTY - SALARY INCREMENT**Part-Time Teachers**

When an employee is entitled to advancement on the next highest step on an approved salary schedule each teacher's salary will be prorated on the appropriate step based on their percent of part-time employment.

Teachers Working Less Than a Full Year

Teachers who work less than a full year as a result of an approved leave of absence or a beginning date of employment after the start of the school year, will receive advancement on the salary schedule if their effective date of employment is prior to February 1 and if they are entitled to such step advancement

Adopted: February 13, 2002