

GRADUATE/UNDERGRADUATE/IN-SERVICE SALARY ADJUSTMENT

Procedure:

Specific provisions regarding salary adjustments for employees represented by OCMBFT are contained in the OCMBFT collective bargaining agreement. Refer to that contract for information on who is eligible and criteria for approval.

The following procedure shall govern salary adjustments for members of the OCMBFT bargaining unit earning college/in-service credit or the Masters degree:

1. Salary adjustments will be made two (2) times during the school year – Fall and Spring, with the dates to be determined by the Personnel Department.
2. Credits earned and degrees completed prior to the commencement of the first school semester (September 1), must be submitted to the Personnel Department no later than October 31 in order for the annual salary rate to be adjusted retroactive to September 1. The retroactive salary adjustment will be paid on the second pay date in November with the remainder the salary increase paid over the normal pay schedule.
3. Credits earned and degrees completed prior to the commencement of the second semester (February 1), must be submitted to the Personnel Department by March 31, in order for the annual salary rate to be adjusted retroactive to February 1. The retroactive salary adjustment will be paid on the second pay date in April. While the employee's annual salary rate is increased by the full amount of the adjustment, the mid-year salary adjustment yields one-half of the annual salary increase amount.
4. Request for salary adjustment for earned credit and degrees must be submitted on the [Graduate/Undergraduate/In-service Credit Salary Adjustment form](#) on the OCM BOCES Website. A transcript, diploma, final grade report or other proof of course completion must be attached to the Adjustment form.
5. For in-service credit, approval of the employee's supervisor, Assistant Superintendent and the Superintendent are required, prior to enrollment in courses. The [Request for Approval of Course\(s\) for In-Service Credit form](#), along with proof of completion, must be attached to the [Graduate/Undergraduate/In-service Credit Salary Adjustment form](#).
6. Salary credit for course credit is compensable in blocks of 6 semester hours. A 6 credit hour block can be comprised of any combination of graduate, undergraduate, or in-service credit. Quarter hour courses are converted to semester hours by multiplying the quarter hours by 2/3 with any fraction of an hour rounded up.
7. Requests submitted after the deadline date noted above will be processed the following adjustment period in accordance with that period's retroactive date.

8. If there is any difficulty in meeting the deadline dates, the employee should contact the Personnel Department prior to the deadline date to discuss his/her individual circumstances.