

Salmon River Central School District

TO: Faculty
FROM: Angela Robert
DATE: 2021- 2022 School Year
RE: **In-Service Credit Guidelines**

In-service guidelines established for the Salmon River Central School District:

1. The following criteria shall apply to evaluate work submitted for in-service credit:
 - a. Any hours submitted for in-service must have prior written approval of the immediate supervisor and the superintendent.
 - b. One (1) credit of in-service will be given for each ten (10) clock hours of instruction provided.
 - i. The person can verify 90% attendance upon instruction
 - ii. The district has not paid any fees connected with the in-service work
 - iii. The applicant has successfully completed the course of instruction
 - c. Verification (preferably written documentation) of the above-mentioned criteria must be submitted with any request for credit.
 - d. Graduate credit time windows shall apply to requests (September 1st – November 1st) for fall credit and (January 1st – March 1st) for spring credit

2. Requests for prior in-service credit: The following criteria shall apply:
 - a. Any person currently receiving pay for in-service shall continue to receive pay for such credit.
 - b. All persons desiring credit for previously completed work not currently paid will have their claims dealt with as follows:
 - i. *****ALL CLAIMS MUST BE SUBMITTED BY MARCH 1st. *****
 - ii. A documented case requesting payment for work shall be presented to the Superintendent for consideration.
 - iii. The Superintendent shall evaluate such requests using the pre-mentioned criteria as a guideline. However, in these instances, the Superintendent may modify criteria so as to take into consideration past practices, administrative decisions and practices and/or policies in existence at the time the in-service credit work was completed.