

6.80 SALARY PAYMENT

All salaries will be paid in 12 equal installments on the last working day of the month throughout the school year. Salaries for June and July, less a withholding of \$500 for overseas hire employees and \$100 for local hire employees, will be paid by the last working day of the school year for teachers and others working a school year contract. The amount withheld, less expenses, will be paid to the employee by July 31.

6.81 TEACHER SALARY SCHEDULE PLACEMENT

The salary schedules as determined by the Board will be used as a guideline for individual salary placement. The salary terms and conditions for staff members are an individual matter to be referred to the Director on an individual basis, since he/she is an agent of the Board and is empowered to sign contracts. If a situation needs review by the Board, the Director will initiate the discussion and make recommendations to the Board. The salary schedule will reflect academic preparation and teaching experience.

6.82 SALARY INCREMENT

Yearly increment advancement will be given only to each full-time teacher who has completed a full year of employment at TIS and whose contract is renewed. A part-time teacher will be entitled to increment advancement based on experience, provided he/she works a full year and his/her contract is renewed.

6.83 TEACHING EXPERIENCE CREDIT

Teachers new to TIS will be given for prior teaching experience as indicated in the salary schedule in force at that time. Credit for teaching prior to being employed at TIS shall include periods during which a teacher is a full-time teacher at a school. Practice teaching and substitute teaching will not be included. Experience in related fields may be credited at the discretion of the Director. The teacher shall provide evidence of previous employment to the Director by November 1. Salary shall be adjusted as appropriate by November 15.

6.84 SUBSTITUTE TEACHERS

Secondary and Elementary	Per Hour
Substitute Teacher not employed by TIS (net):	\$8.33
Part-time employee of TIS – additional working hours (gross):	\$10.33
Full-time teaching assistant subbing for a class teacher (gross): (in addition to their normal salary)	\$5.33
 Substitute teacher assistant not employed by TIS (net):	 \$15.00 per day

Amended by the Board March 15, 2010