



Career Ladder Program (CER-P008)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process for implementing the Career Ladder Program and reporting.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Human Resources

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Human Resources Officer

4.0 DEFINITIONS:

- 4.1 Human Resources-HR
- 4.2 Career Ladder Program: A supplement issued after July 1, 1984 to applicants who voluntarily elected to be evaluated for three levels of the Career Ladder and complete other issuance requirements.

5.0 PROCEDURE:

- 5.1 Upon hiring a certificated employee, HR verifies eligibility for the Career Ladder Supplement through the state website.
- 5.2 An Administrator/Teacher that is currently eligible for the Career Ladder, that moves to a position that is not, will be reviewed by the Chief Human Resources Officer.
- 5.3 If eligible, the supplemental salary is added to Munis for the appropriate dollar amount.
- 5.4 Certified Employee Representative verifies eligibility of those receiving the Career Ladder during the December 1 report.
- 5.5 Certified Employee Representative runs annual Munis report to verify payment of remaining eligible Career Ladder Employees.
 - 5.5.1 Finance Department reconciles payment from the state for the Career Ladder on a yearly basis.
- 5.6 Pursuant to TCA 49-1-302(n); if there are no eligible employees remaining on the Career Ladder, Human Resources notifies the State Commissioner of Finance and Administration.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 December 1 Report



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7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
December 1 Report	Secured State Website	Indefinite		Secured State Website

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
8/6/13		Initial Release

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