

**IN-SERVICE CREDIT FOR CLASSIFIED EMPLOYEES' POLICY**

Credit Hours for Classified Employee Salary Schedule Pay Increase

Classified Employees (hourly):

Classified employees who are paid according to the District's Classified Employee Salary Schedule are encouraged to attend in-service programs. Classified employees paid on an hourly basis may receive a step increment, resulting in a pay increase, by accruing one-hundred and fifteen (115) hours of District approved in-service credits.

To receive credit for on-line in-service credits the credit must be offered and completed through an accredited college, university, state agency, or district offered course. On-line in-service credits must be pre-approved by the employee's direct supervisor and be relevant to the employee's job.

In-service hours must be reached and approved by District Administration before the first (1<sup>st</sup>) Friday in September to advance one (1) step during that school year. Once this date has passed, step advancement will not be granted until the next school year and only upon proof of in-service hours. Classified employees may not advance more than one (1) steps-per year in addition to their year of experience.

Application for in-service credit must be made through School Building Administration. The Request for In-service Credit Form is found on the g-drive, under Forms-DO, in the Classified Staff Assorted Forms folder.

The Request for In-service Credit Form must be submitted to the District Director of Instruction & Federal Programs NO LATER than ninety (90) days of completion of the in-service. No exceptions.

Classified Employees (salaried):

Classified employees paid on a salaried basis do not accrue District In-Service credits. These classified employees are not paid according to the District's Classified Employee Salary Schedule and therefore do not receive step increments based on the Classified Employee Salary Schedule.

**ADOPTED (Non-Policy Procedure): March 1, 2001**

Reviewed: March 6, 2006

Reviewed: November 8, 2010

Revised: October 7, 2013

Revised: October 9, 2018

**ADOPTED (as POLICY): February 20, 2024**

*(scroll down for attached form)*



**MOUNTAIN HOME SCHOOL DISTRICT #193  
PROFESSIONAL DEVELOPMENT**

**REQUEST FOR IN-SERVICE CREDIT**

To be filled out and submitted within 90-days of completion of the in-service.

Name: \_\_\_\_\_ Employee # \_\_\_\_\_

Assignment/Position: \_\_\_\_\_

Accredited School: \_\_\_\_\_

Title of Accredited In-service: \_\_\_\_\_

Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_ Hours of Attendance: \_\_\_\_\_

Accredited Agency Conducting In-service: \_\_\_\_\_

Provide a course outline or brochure and, if you are provided with a completion certificate, please attach a copy.

How will this conference/workshop material be put to use in your classroom/position.

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I certify that I have completed the requirements for the above-described in-service.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**OFFICIAL USE ONLY**

Date: \_\_\_\_\_ Accepted for Credit: Yes  No  Number of In-service Credit Hours \_\_\_\_\_

Authorized Signature: \_\_\_\_\_  
Director of Instruction & Federal Programs

Submit to the district office for review. A copy will be sent to you.



**LEGAL REFERENCE:**

Idaho Code Sections  
33-511 – Maintenance of Schools

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