

**MOUNTAIN HOME SCHOOL DISTRICT NO. 193  
MOUNTAIN HOME, IDAHO**

**PROCEDURES**

Section 400.3, Pages 1-2

**IN-SERVICE CREDIT FOR CLASSIFIED EMPLOYEES**

**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.

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 two (2) 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.

March 1, 2001  
Revised: October 7, 2013

Reviewed: March 6, 2006  
Revised: October 9, 2018

Reviewed: November 8, 2010

*(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: \_\_\_\_\_

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

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

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

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.