

**Procedure**

**APPROVAL FOR ADVANCED GRADUATE STUDY FOR SALARY ADJUSTMENT**

*Please follow these steps in order to receive a salary adjustment:*

**BACHELORS +15 AND MASTERS+15**

1. A Course Approval Form must be submitted in advance of starting the course/workshop and must signify why the course is being taken (i.e. Bachelors+15 /Masters+15).
2. The 15 graduate credits must be obtained in the teacher's major area of concentration with such courses approved by the Principal/Supervisor and Staff Development Manager on a Course Approval Form and filed with the Human Resource Manager.
3. You may apply 15 college graduate credits; or you may apply 9 college graduate credits and up to ninety (90) PDPs (the equivalent of 6 credits) toward your degree change if they are in your teaching area. ALL PDPs require a completed course approval form and a certificate of completion to request a salary adjustment.
4. A Request for Degree Change Form must be completed. Attach all necessary documentation (course approval forms, transcripts, certificates of completion) and submit to the Human Resource Office. Salary adjustments for degree changes are processed twice a year: September 1<sup>st</sup> and February 1<sup>st</sup>.

**MASTERS/CAGS/DOCTORATE**

Employees must request a salary adjustment. A Degree Change form (attached) must be submitted along with official transcripts to Human Resources. Salary adjustments for degree changes are processed twice a year: September 1<sup>st</sup> and February 1<sup>st</sup>.

**MASTERS +30**

1. Course approval forms are not required for MA+30. You may apply 15 college graduate credits; or you may apply 9 college graduate credits and up to ninety (90) PDPs (the equivalent of 6 credits) if they are in your teaching area.
2. Complete a Degree Change form (attached) along with transcripts, certificates of completion and submit to Human Resource Office. Salary adjustments for degree changes are processed twice a year: September 1<sup>st</sup> and February 1<sup>st</sup>.

**VOCATIONAL LEVELS**

A Request for Degree Change Form must be completed. Attach all necessary documentation (course approval forms, transcripts, certificates of completion) and submit to the Human Resource Office. Salary adjustments for degree changes are processed twice a year: September 1<sup>st</sup> and February 1<sup>st</sup>.

**PLEASE NOTE:**

\* Salary adjustments will be processed twice: September 1, 2017 and February 1, 2018. There are a number of transcripts that are submitted without any accompanying explanation. It is the responsibility of the employee to formally request the salary adjustment when changing degrees.

\* Transcripts must be official for MA/CAGS/DOC. For BA+15/MA+15/MA+30/VL, grade reports or unofficial transcripts on letterhead are eligible. Grades from the Internet are not acceptable.

\* The above requirements include long-term substitutes for which future compensation is anticipated as an appointed teacher. Failure to follow these procedures will result in the denial of salary adjustment.






I am presently receiving credit for \_\_\_\_\_

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NAME  
DISCIPLINE

SCHOOL