

APPLICATION FOR
Horizontal Movement on the Salary Scale
Policy #3412

The Board of Education encourages all staff members to improve their skills through advanced training and, as an inducement thereto, provides extra compensation for those who do so successfully.

The Board reserves the right to approve a change in salary for an employee who successfully meets district guidelines for advanced studies.

The Board delegates to the Superintendent the responsibility for assuring that staff members comply with the following regulations when claiming credit for advanced studies:

- A. A change in the salary schedule will be made only after a transcript has been received from the accrediting institution demonstrating successful completion of the hours by September 15th.
- B. Courses shall have been given at an accredited institution or have been previously approved by the Superintendent.
- C. Courses shall be those offered for the attainment of a graduate degree or those specialized courses directly related to the employee's duties as approved by the Superintendent.
- D. Courses must lead toward a degree of value to the employee while in the employ of this district or additional endorsements on the employee's professional certificate.
- E. Successful completion of the course shall be designated by a passing grade or better as submitted directly by the institute.

TIMELINE:

A change in the salary schedule will be made only **AFTER** an application is filed **AND** a transcript has been received from the accrediting institution demonstrating successful completion of the hours by September 15th.

MUST CHECK ONE:

- Bachelor's +18 semester hours
- Master's Degree
- Master's +18 semester hours
- Master's +30 semester hours

Signed: _____
Principal _____
Superintendent _____

Date: _____
Date: _____
Date: _____