

## Procedure to Implement Policy on Teacher Salary Schedule

Employees requesting approval for salary advancement must submit a "request for salary advancement form" at least one month prior to the start of the course. The request for salary advancement form will include:

1. Intent to enroll
2. Course description
3. Request for approval to apply credits to salary schedule advancement.

The Administrative Director will inform the employee within fifteen (15) days of receipt of the request as to whether or not the course will be accepted for advancement on the salary schedule.

Transcripts reflecting courses completed necessary for a change of placement on the salary schedule must be furnished by the employee to the Administrative Director by September 15<sup>th</sup> in order to implement change for that year. Only those courses that were pre-approved by the Administrative Director for salary advancement will be accepted and qualify the employee for salary advancement.

5012-R

Revised 7-26-06  
Reviewed 10-09  
Reviewed 7-26-17  
Reviewed 01-25-23