



2021-2022

Advanced Degree Salary Request

Name _____ ID# _____

Campus/Department _____

Teaching Assignment/ Position _____

Degree Title: _____

University: _____

- Transcript attached
- Transcript on file

Requests for advanced degree salary must be made within one month of employment. Employees must submit requests no later than **Tuesday After Labor Day** in order to receive the advanced degree salary in the 2021-2022 checks. Requests submitted after the deadline will be reviewed the following year.

Payments will be included in October through July checks or September through June if 12-month employee.

- Approved
- Denied

Donna Ward
Assistant Superintendent of Human Resources

Date

EDUCATION SALARY FOR MASTER'S DEGREE An annual salary increase of \$1,000 is provided to full time campus-based employees with an earned master's degree from an accredited educational institution in a field related to education or an instructional subject provided that their current position does not require a master's degree. The decision as to whether it is an educational institution that is qualified will be made by the Senior Director of Staffing. All employees must apply for the advanced degree stipend by **Tuesday After Labor Day**, to the Assistant Superintendent of Human Resource. Payment will be included in monthly payroll checks.

- Included are teachers, librarians, nurses and other instructional positions closely related to the campus instruction
- Excluded are principals, counselors, diagnosticians, LSSP's, Facilitators, etc.

EDUCATION SALARY FOR DOCTORAL DEGREE An annual stipend of \$1,500 is provided to full time employees with earned doctoral degrees from an accredited educational institution if their position does not require a doctoral degree. The decision as to whether it is an educational institution that is qualified will be made by the Senior Director of Staffing. A one-time request in by **First Day of Instruction**, which includes transcripts for the stipend if not already on file, must be made to the Assistant Superintendent of Human Resource. Payment will be included in monthly payroll checks.