



202&-2023

# 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 2022-2023 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.