

# Newark Unified School District

## Salary Advancement Application

Refer to Section 13.8.2 of the current collective bargaining agreement.  
 Employees must pay for all units earned and coursework/workshops may not be taken during your workday  
 for units which are applied toward salary advancement credit.

\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Site*

\_\_\_\_\_  
*Date*

*Check one:*

I am applying for Fall Salary Advancement       I am applying for Spring Salary Advancement.

Movement to:    Class II (45 units)    Class III (60 units)    Class IV (75 units)

Advanced Degree Stipend:    Master's Degree    Doctoral Degree

Date Attended	Course Number & Title	Units Earned	Semester/Quarter Units (Please indicate type)	Transcripts Attached

I am requesting **District Credit** for the course(s) listed below,  
 and have attached verification of hours/attendance (15 hours = 1 semester unit)

Date Attended	Workshop Title	Total Hours Attended	Semester Units

**Travel Units**

I am applying for Approval of \_\_\_\_\_ units.  
 Pre-Approval for this travel credit has been previously obtained and is on file with the Human Resources Office.

I am applying for Pre-Approval of \_\_\_\_\_ units.  
 I have attached a letter of request /explanation for approval of such units.