

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

College/ University	Course Information	Units		Transcripts	
		Semester	Quarter	Ordered	Attached

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

Dates	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.