

Newark Unified School District

Salary Advancement Application

Refer to Section 13.3.2 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 |
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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 |
|-------|----------------|----------------------|----------------|
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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.