

CONNELLSVILLE AREA SCHOOL DISTRICT - HUMAN RESOURCE DEPARTMENT

PRINTED NAME OF EMPLOYEE _____

SIGNATURE OF EMPLOYEE _____

EMPLOYEE ADDRESS _____

DATE OF APPLICATION _____ **DATE OF HIRE** _____

COURSE TITLE	COURSE NUMBER	CREDITS	EDUCATIONAL INSTITUTION OR AGENCY	DATE EARNED

* * * PLACE YOUR INITIALS NEXT TO APPLICABLE SECTIONS * * *

SECTION A: _____ APPLICATION FOR ONE TIME PAYMENT FOR CREDITS EARNED
(Article III, Section H)

I hereby request a single payment of \$200 for the 6 credits earned above my Bachelor's Degree. Official documentation is attached. NOTE: Date earned must be after your date of hire.

SECTION B: _____ APPLICATION FOR PAYMENT FOR MASTER'S DEGREE OR
MASTER'S EQUIVALENCY CERTIFICATE (Article III, Section H)

I hereby request a single payment of \$400 for attainment of my Master's Degree or Master's Equivalency Certificate. Official documentation is attached.

SECTION C: _____ APPLICATION FOR SALARY INCREASE BASED UPON CREDITS
AND/OR DEGREE EARNED (Article III, Section E)

I hereby request movement on the salary schedule as indicated below (Show Only Salary Schedule Columns – Voc I, Voc II or B, Voc II+12 or B+12, Voc II+24 or B+24, Voc II+30 or M, M+6, M+12, M+18, M+24, M+30, M+36, M+42, M+48, M+54, M+60):

From Current Salary Schedule Column: Degree _____ Credits _____

To New Salary Schedule Column: Degree _____ Credits _____

DISTRICT ADMINISTRATION OFFICE REVIEW

Step _____

Director of Curriculum: _____

Base Salary _____

Human Resource Director: _____

Additional Duty _____

Date: _____

Total _____