

CLASSIFIED EMPLOYEE
PROFESSIONAL DEVELOPMENT SALARY INCENTIVE
ANNUAL APPLICATION FORM

Name _____

Date _____

Position _____

Building _____

I am requesting a pay incentive for the _____ school year.

Professional Development/Conference Hours Earned:

I have completed a total of 75 conference/seat hours. My verification documentation is attached from:

Name and dates(s) of events: _____

****** *15 hours of seat-time is the equivalent of 1 semester credit on transcript.*

Transcript credits:

I have completed a total of 5 semester credits. My official transcripts will be arriving from:

- ☐ Eastern Wyoming College
☐ University of Wyoming
☐ Chadron State
☐ other – please specify _____

All preapproval forms and documentation must be on file prior to submitting this request. Requests for professional development approval (with supporting documentation) must be submitted to the Central Administration Office prior to May 15 in order to be considered for the incentive to be applied for the following school year. Regardless of the number credits or hours earned, only one incentive per year is allowed.

Employee Signature☐ Approved ☐ Denied __________
Superintendent Signature_____
Date

Adopted: June 14, 2016