SALARY UPGRADE REQUEST FORM

Instructions: Please complete this form and submit required official transcript, if not already submitted. The confer date of a Master's or Doctorate's degree must be posted on the transcript to receive salary upgrade for degree change. **This form must be returned to Human Resources by one of the following deadlines: August 15 or February 28** of a school year to receive board approval for a salary upgrade retroactive to the respective deadline.

Name:	**School:**	**Assignment:**	**Date:**
From: Current Column	**Step:**	**To: New Column**	**Step:**
GRADUATE CREDITS TAKEN:			

	Course #	**Course Name**	**Institution**	**Date Taken**	**Credits Earned**
1.					
2.					
3.					
4.					
5.					
6.					

- ☐ Official transcripts attached. (Must say "Degree Awarded" on transcript for MA or Ph.D.)
- ☐ Official transcripts attached to Tuition Reimbursement application previously sent to Human Resources.
- ☐ Official transcripts to be submitted by application deadline.
- ☐ Official transcripts on file in Personnel.

By signing below, I am certifying that the credits listed above have not previously been used for a prior request for salary upgrade and that the above information is true and accurate.

_____
Employee Signature

For Official Use Only:

Total credits approved for salary upgrade_____

From Column		**$**	**Stipends**		**$**
To Column		**$**	**Admin. Deg. Code**		**$**
Previous Total		**$**	**New Total**		**$**

_____ _____
Jannett Pacheco, Director Human Resources Date

Revised 08/17/2022

SALARY UPGRADE INSTRUCTIONS

- Salary upgrades are considered for approval twice during a school year -- (August and February deadlines, see PTEA handbook for further details)

- This Salary Upgrade Form should be submitted to the department of Human Resources requesting a salary upgrade (ex. from BA to BA+15).

- An official transcript is required. If you do not have the transcript at the time of your request, it must be received by HR by the deadline (either August 15 or February 28). If your transcript was submitted for tuition reimbursement, please indicate that on the form.
  - Transcripts must meet the following criteria to be accepted:
    - Contain institution's seal and registrar's signature for acceptance
    - Physical copies must be sealed upon receipt by HR
    - Electronic copies must come directly from the institution
  - If you have earned credits from more than one institution, we will need transcripts from all institutions.

- Your transcript(s) will be reviewed for passing grade(s), and credit verification. After transcript verification, your request will be submitted on the board agenda for the month in which you applied.
  - Please note that, in order for extra credits to be considered for salary upgrades, they must not show as part of your earned degree. Additional credits must have been earned after your graduation date. (i.e. BA degree was earned 05/14/2026 and 15 credits were awarded for courses taken beginning in the Fall of 2026)

- After Board approval, you will receive your new salary retroactive to the first day of the month of application (September or April). Your pay increase will take effect by the second pay of the month following Board approval.