



SALARY CREDIT REQUEST FORM

(MAINTENANCE / GROUNDS / TECHNOLOGY / FOOD
SERVICE / PARA EDUCATOR / COURIER)

Instructions & Information:

- Fill out section 1 and send form to Director of Human Resources, or designee for approval
- Course must be approved **BEFORE** attendance
- Signed form with approval or denial will be returned to employee
- Bring form with you to the course, and have it signed by the instructor
 - If course is online, certificate of completion is required in lieu of signature
- Maximum Credits per year is two (2), with a total maximum of thirty-five (35)
- Salary credits will be applied to the first of the month, following completion of course

Return the original form, complete with all signatures, to the Human Resources Department. It is the responsibility of the employee to ensure the District receives all of the proper documentation by the first of the month after completion to verify the hours have been completed.

SECTION 1 – Employee & Course Info

Name: _____ Today's Date: _____
Position: _____ Location: _____

As per section 13.4 of the PSE of Lake Stevens Collective Bargaining Agreement, I am requesting approval for salary credit for the following course:

Course Title: _____

Date(s) of Course: _____ Time(s) of Course: _____

Sponsor of Course: _____

Total Instructional Hours: _____

Total Unpaid Instructional Hours: _____

Course Description:

SECTION 2 – HR Approval

HR Services Director/Designee: _____ Date: _____

☐ **Approved** ☐ **Denied**

SECTION 3 – Course Instructor

I hereby certify that _____ has successfully completed
completed the above-named course for a total of _____ Instructional hours.

Instructor's Signature: _____ Date: _____

NOTE: Credit cannot be requested for workshops attended during normal working hours as per section 13.4 of the Collective Bargaining Agreement. Only unpaid attendance time may be applied towards wage credits