

INSTRUCTIONS FOR COMPLETION

REQUEST FOR APPROVAL OF COURSE WORK

For Column Advancement on the District Salary Schedule

FOR CERTIFICATED BARGAINING UNIT EMPLOYEES ONLY

Per Article 9 of the Collective Bargaining Agreement:

To qualify for advancement to a higher salary classification, the following must apply:

- Course work must be taken from an accredited institution.
 - **PRIOR APPROVAL** by the Superintendent or designee shall be required for all course work taken by bargaining unit members for the purpose of column advancement on the District Salary Schedule.
 - Bargaining unit members with prior approval of course work must provide the District with official transcripts that show a grade “C” or better, or “Pass” in a Pass/Fail system, or “Credit” in a Credit/No Credit system, earned in these courses.
 - Courses must be of upper division or graduate standing. No lower division course will count toward advancement on the salary schedule, unless it is one necessary to meet requirements for a credential in areas of District need, or unless the course provides knowledge and skill in a language other than English that can be used in carrying out assigned duties and responsibilities.
 - Audit courses do not count towards advancement on the salary schedule.
 - Course work must be in a subject directly and specifically related to subjects taught within the District with prior approval by site administrator.
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- The original copy of this request must be submitted to the employee’s supervisor for **PRIOR APPROVAL**.
 - The original copy of this request must be retained by the employee.
 - The employee will submit the original copy of this request along with official transcripts for all course work taken to Human Resources *after* all requirements are met for column advancement on the District Salary Schedule.