



DATE RECEIVED IN HUMAN RESOURCES OFFICE

REQUEST FOR PAY INCREASE DUE TO ADDITIONAL COLLEGE HOURS

(Reference: Personnel Policy GCBA)
OR

NOTICE TO THE HUMAN RESOURCES OFFICE OF ADVANCEMENT FROM B+36 TO MASTERS, ALTHOUGH NO PAY INCREASE APPLIES

NAME: _____ DATE OF REQUEST: ____ / ____ / ____

SCHOOL: _____

IMPORTANT NOTE:

To be considered for an educational increment salary adjustment in any fiscal school year (July 1–June 30), this form and the necessary **official transcript(s)** must be received by the Human Resources Office **no later than November 1 of that year**.

CURRENT SALARY LEVEL: (CHECK) **B** **B+12** **B+24** **B+36** **M** **M+15** **M+30**

1. I have completed the following college/university credit courses:

| Institution | Course # | Course Title | Credit Hours |
|-------------|----------|--------------|--------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

2. These additional courses should qualify me for a salary level of: (CHECK APPROPRIATE)

B+12 **B+24** **B+36** **M*** **M+15** **M+30** **EdD**

* Note: If you are advancing to Masters and you are not adding a licensure area to your teaching license, two official transcripts reflecting the conferral of your master's degree must be provided.
 (The Human Resources Office retains one for your personnel file. The second transcript will be sent to the Arkansas Department of Education along with an Adding Degree application which HR will send to you for your completion and return. The District pays the \$50.00 fee for adding your degree to your license.)
If you are advancing to any level other than Masters, or if you are advancing to Masters but are also adding a licensure area, only one transcript per institution is needed.

3. Official transcripts showing these courses are: (CHECK APPLICABLE)

on file in the Human Resources Office being forwarded from the college attached to this request

FOR HUMAN RESOURCES OFFICE USE:

| | |
|---------------|---------------------------|
| Remarks _____ | Date Processed: _____ |
| _____ | Approved for Level: _____ |
| _____ | By: _____ |
| _____ | |

Requests for pay increase are reviewed as received. Action is taken only when all documentation has been received. Once reviewed, a copy of your request showing your status will be sent to you. If your request is approved, a contract amendment will be processed and sent to you for your signature. One twenty-fourth of your new contract amount will be paid on each of your remaining payroll checks for the contract year. Any additional amount due for previous payroll checks for the contract year will be paid on the last payroll check of the contract year.

Send completed form and transcript(s) to: Human Resources Office — Service Center