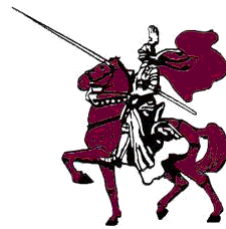


Eden Central School District
District Office



MEMO TO: All Instructional Staff Members

FROM: Ronald K. Buggs, Superintendent

A handwritten signature in blue ink, appearing to read "Ronald Buggs", is written over the printed name.

SUBJECT: Application for Adjustment on Teachers' Salary Schedule

DATE: August 1, 2009

- I. **Credit Hour Approval:** For each additional credit hour submitted for approval by the Superintendent on or prior to **September 18th** for the first semester, or on or prior to **February 5th** for the second semester, the District will pay \$75.00 per approved credit hour as follows:
 - A. Teachers holding a Bachelor's Degree: Teachers holding a Bachelor's may receive credit to a maximum of 60 additional hours. *All hours beyond a Bachelor's +30 must receive prior approval from the Superintendent.* Please note that payment for hours beyond a Bachelor's +30 will be made if the Superintendent has approved such payment **prior to the time when the teacher began the course for which credit is claimed.**
 - B. Teachers holding a Master's or Doctor's Degree: Teachers holding a Master's or Doctor's degree may receive credit to a maximum of 90 hours past the Bachelor's. *All hours beyond a Master's +30 must receive prior approval of the Superintendent.* Please note that payment for hours beyond a Master's +30 will be made if the Superintendent has approved such payment **prior to the time when the teacher began the course for which credit is claimed.**
 - C. Credit will only be granted if it is being earned by an accredited college or university.
- II. **Undergraduate Course:** Credit will be given for undergraduate courses approved in advance by the Superintendent. Credit will not be given for courses taken to make up certification deficiencies. Credit will only be granted if it pertains to one's present certification.
- III. **Master's Degree:** A teacher at the Bachelor's +30 column who holds a Master's Degree shall move to the Master's Column.
- IV. **Credit Hour Payment:** Contractually, credit for hours taken after July 1, 1998 is paid in blocks of 6 hours.
- V. **Application for Salary Adjustment:** If you have earned additional credit during the period February 1, 2009 to September 1, 2009, which you desire to submit for salary payment, please complete the required information on the following form and return it to the **Superintendent of Schools on or before September 18, 2009.**

PLEASE READ INSTRUCTION PAGE BEFORE COMPLETING THIS FORM

Application for Salary Adjustment

TO BE COMPLETED BY THE TEACHER

NAME: _____

Last Name

First Name

Middle Initial

- 1. My current column and step
NOTE: Column refers to B, B+30, M or M+30 _____
- 2. Additional credit hours currently on record _____
- 3. Credit hours submitted on this application _____
- 4. My expected column and step with approval of
this application _____
- 5. Total additional credit hours after this request is approved _____

ATTACHED is documentary proof from college substantiating my request for salary adjustment. For a request of additional hours, an official course grade report is acceptable proof. For advancement from Bachelor to Master status, an **official transcript** is required. I understand that this request **CANNOT** be received for consideration unless proof is attached. There is a maximum of 30 hours without prior approval.

On _____ (date), I requested that an **official transcript be sent to the office of the Superintendent.**

Date

Signature of Teacher

Must be received by the Superintendent on or before September 18, 2009

TO BE COMPLETED BY THE SUPERINTENDENT

I have reviewed the request for additional credit hours.

Request Not Approved:

Request Approved as Follows:

Superintendent

Date

Column	Step	Additional Credit Hours

Superintendent		

Date		