

SALARY SCHEDULE CLASS ADVANCEMENT

Teacher _____

Rules for Advancement per NTA Master Agreement

12.04 Advancements for Extra Training

Teachers who meet requirements to advance a class on the adopted salary schedule may request advancement beginning the semester following finishing the requirements for such advancement.

12.041 Advancement for Credits Earned During the First Semester

For advancement effective the first semester, written proof of having met the requirements [course work verification showing additional hour(s) with transcript to follow within 60 days] for advancement shall be provided to the treasurer on or before the first day for teachers.

10.042 Advancement for Credits Earned During the Second Semester

For advancement effective the second semester, proof shall be submitted on or before the last day of the first semester with transcript to follow within sixty (60) days.

Salary Schedule Notation: The degree for salary schedule placement must be related to the employee's professional development.

Current Salary Classification _____ New Classification _____

Reason for Change _____

Teacher's Signature

Date Submitted to Board Office

Received by Signature

Date Received in Board Office