

APPENDIX N



REQUEST FOR VERTICAL ADVANCEMENT ON THE SALARY SCHEDULE

Employee: _____ **Building:** _____

18.05 (B) Vertical Advancement (Appendix N)

The following applies to employees that are placed on the salary schedule in accordance to their actual college coursework.

1. Employees will continue to be placed and move horizontally according to Article 18.04 and 18.05 of the CBA.
2. Employees who earn endorsements (ESL, Reading, Gifted) after July 1, 2015 will be moved vertically two (2) increments on the salary schedule in lieu of moving across the salary schedule horizontally.
3. Employees who are currently placed in column D on the salary schedule and who earn endorsements will only be entitled to move vertically if increments are available.
4. Employees who have no more increments available to move vertically (in columns A-C) will be reviewed on an individual basis and should contact the LEA President to review their request.
5. Employee must submit Appendix N for Pre-approval.
6. Employees that earn endorsements in other areas that have been mutually agreed upon will receive one vertical increase on the salary schedule. Cost for the endorsement is at the expense of the employee.
7. Employees who earn endorsements and have maxed out on their vertical increment will be given a yearly stipend of \$1,750 for all years that the employee holds the endorsement.

It is the teacher's responsibility to ensure this form is completed and submitted along with the documents listed above on or before September 15th each year in order to be considered for advancement on the salary schedule.

Pre-approval Process: Please list the area of specialization that meet district's needs to be considered:

I have earned additional education credits beyond my current degree to advance from

_____ to _____
(1, 2, 3, 4) (2, 3, 4)

I understand that it is my responsibility to ensure that all official transcripts are submitted to the Human Resources Office on or before September 15th for advancement on the salary schedule for that current school year. Requests for advancement received after September 15th will be held for the following school year.

Employee Signature

Date