

MARYSVILLE PUBLIC SCHOOLS
REQUEST FOR ADDITIONAL COMPENSATION

Completion of Degree or +15 /+30 Credit Hours

Employee's Name: _____ Building: _____

I am requesting compensation for **additional credit beyond my degree**:

Please Circle One: BA+15 BA+30 MA+15 MA+30

In accordance with Article XIX of the Master Agreement, the following must be provided in order to qualify for plus hours for additional compensation:

- Copy of transcripts; and
- Must verify that credits are from a degree granting, accredited institution (one of the Regional Accrediting Organizations as recognized by the Council for Higher Education Accreditation or the U.S. Department of Education), or have the Superintendent's pre-approval; and
- Courses must be at the graduate level.

Payment is made by separate check on the 1st pay period in December. If hours are completed after the start of the school year, the amount is prorated based on the number of paid days after credit is received.

I am requesting a change in compensation for **completion of degree**:

Please Circle One: MA EdSp

In order to qualify for additional compensation for completion of an advanced degree, **you must provide official notice from the degree granting institution that contains the date of completion and/or a copy of your diploma.** Adjustments in salary are made after the District has received official notification. If degree is completed after the start of the school year, the salary is prorated based on the number of paid days at each level on the salary schedule.

Please indicate **exact date** hours were completed or degree was received AND submit documentation verifying the date completed (EMAIL/MEMO FROM ADVISOR): _____

Employee's Signature: _____ Date: _____

FOR ADMINISTRATIVE USE ONLY

Date Received: _____

Approved By: _____ Approval Date: _____

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Calculation for Change in Degree:

Paid Days at BA/MA Degree: ____ /#Total Annual Paid Days: ____ = ____x Existing Salary Rate

_____ = \$ _____

Paid Days at MA/EdSp Degree: ____ /#Total Annual Paid Days: ____ = ____x Salary Rate _____ = \$ _____

Prorated Existing Salary + Prorated Salary = Total Adjusted Salary

\$ _____ + \$ _____ = \$ _____

Calculation for additional compensation for +15 or +30 Credit Hours:

Date Credit Received: _____

1. If prior to school year, employee receives full amount: \$ _____

2. If after school year begins, prorate as follows:

Paid Days after receiving credit through end of school year ____ /# Paid Days Total ____ =

% _____ x \$ Amount approved for plus credit hours _____ = \$ _____

Approved Amount: \$ _____ Approved Salary Step/Level: _____

Approved By: _____ Approval Date: _____