



ADVANCED DEGREE AND SERVICE SALARY ENHANCEMENT

Licensed Educators who have completed a Master's Degree or a Doctorate Degree AND have also completed 12 years of verified experience as a licensed educator may complete and submit to Human Resources an *Advanced Degree and Service Salary Enhancement Application*. **It is the responsibility of the Educator to submit with this application, the verification required to support the application.** Applications that do not include the verification required are not accepted.

Please note: Should an Educator request assistance from the Department of Human Resources in gathering from the Educator's personnel file or *CACTUS Record* the verification required, the Educator must submit a specific written request to the Department of Human Resources and provide **30 days advance notice**. Applications may not be submitted simultaneous with such written request, and such requests may impact an Educator's submission date.

Complete applications are processed in accordance with the governing Licensed Negotiated Agreement. Approved salary enhancements are prorated according to the date awarded and according to the Educator's FTE. Awarded enhancements are reflected in the Educator's earning statement within 6-8 weeks as follows:

- Approved applications received **August 1 through April 30** will result in the designated salary enhancement effective the first working day of the month following the submission of a complete application and required verifications.
- Approved applications received **May 1 through July 31** will result in designated salary enhancement effective the first day of the next contract period following the submission of a complete application and required verifications.

Salary Enhancement Application

Name: _____ Position: _____ FTE: _____

Verification of Advanced Degree

- An **original official transcript** from a University or College of Higher Education showing the date the applicable degree was earned **must be attached to this application**. Photocopies of transcripts are not accepted.

Degree Completed: Master's Doctorate Date Degree was Earned: _____

Verification of Advanced Service

- **Complete the table below showing 12 years of completed service** as a licensed Educator in a K-12 accredited public, private or charter school. A year of service must include at least 90 contract days and must be .50 FTE or greater in a position that required an Educator license.
- **Verification for each year of service must be attached to this application.** Acceptable forms of verification include the Educator's *CACTUS Record* or completed *Verification of Previous Professional Service* form(s) from previous districts.

	School Year	District	School	Position Held	FTE
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

I certify that I qualify for and have attached all of the verification required for this salary enhancement.

Signature: _____ **Date:** _____

For HR Use Only	Date Employee Notified:
Advanced Degree Verification Received: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Payroll Notified:
Advanced Service Verification Received: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Salary Enhancement Goes Into Effect: