

CLASSIFIED
REQUEST FOR PRIOR APPROVAL OF
COURSES RELATING TO SALARY ADVANCEMENT

Date of request: _____ School Site: _____

Name of Classified Employee: _____

Institution: _____

Location – If extension course or online: _____

Course Title: _____

Course Number: _____

Number of Units: _____ ☐ Semester ☐ Quarter

Start Date: _____ End Date: _____

Course Description: _____

Reason for Course: _____

Employee's Signature _____

Approval:

Superintendent: _____ Date: _____

- Use a separate form for each course requested.
- Reverse side is the negotiated contract section regarding course guidelines and compensation for course work completed.

ARTICLE 3 SALARIES

College Units:

I. Any classified employee who has earned units from an accredited college, trade, or vocational school shall receive additional pay as follows:

31 – 59 Units	\$.20
Vocational/Technical Training or Certification	\$.25
60-90 Units or A.A. or A.S. Degree	\$.30
91-124 Units or B.A./B.S. Degree	\$.40
125-154 or M.A./M.S. Degree	\$.50
155+ Units with M.A./M.S. Degree	\$.60

J. To receive credit for units, candidates must submit the Request for Course Approval Form prior to enrolling in a class. Units must be approved by the Superintendent, or be part of an approved program that relates to the employee's advancement. To be eligible for additional pay, the employee must submit an official transcript from the educational institution by the second Monday of September.