

**EDUCATION BASE SALARY UNIT REQUEST
(Graduate Hours attained before or after Master's or Advanced Degree Completion)**

The Compensation Model Description in the Teacher Agreement expiring on June 30, 2019 states:

Teacher compensation will be based upon performance with teachers earning units for specific performance during the preceding year in the following two defined categories:

1. *Teacher evaluation (added to base)
Teacher who scores in the top two categories (Highly Effective or Effective) on the teacher evaluation instrument = 6 units*
2. *Education (added to base)
One (1) unit per three (3) hours up to and including nine (9) hours (maximum three (3) units), during the previous year of accredited college coursework toward a Master's Degree or other Advanced Degree in any content area (as defined by the IDOE) beyond the requirements for employment in which the teacher currently teaches or any content area approved by the Superintendent,
or
Three (3) units for attaining a Master's Degree or other Advanced Degree in any content area (as defined by the IDOE) beyond the requirements for employment in which the teacher currently teaches or any content area approved by the Superintendent.*

Teachers who are evaluated as Needs Improvement or Ineffective (bottom two categories in the state adopted evaluation model) are not eligible to receive any salary increase or stipend, which monies will be redistributed to the other teachers.

The approved college credit must meet the following criteria:

- a. It shall be of high quality, requiring the best efforts of the teacher.
- b. It shall be at the graduate level in the field of education.
- c. It shall contribute to the continuous improvement of instruction in the classroom.
- d. It shall reflect intelligent planning on the part of the teacher concerning personal educational needs, weaknesses and goals.
- e. A written request for additional compensation for credit earned must be submitted prior to July 1, 2019 and verification of having received a grade of B or its equivalent received by September 30, 2019 if payment is to be received during the 2019-20 school year.

Name: _____ Date of Application: _____

Date Master's Attained: _____ (if applicable) College or University: _____

INSTRUCTIONS:

1. List all courses below that you believe qualify for additional compensation as hours completed during the current school year and submit this form prior to July 1st to the Director of Human Resources.
2. Attach copies of transcripts for courses completed and submit by September 30th to the Director of Human Resources.

Course Number	Course Title	Grade Earned	Semester Hours	College or University	Date Completed	Approved Yes/No

Signature of Teacher

Signature of Superintendent/Designee

Return to Human Resources before July 1, 2019.