



NEWARK UNIFIED SCHOOL DISTRICT

Human Resources Department

TO: All Certificated Bargaining Unit Members

FROM: Julie Radcliffe, Certificated Human Resources

DATE: 2021-2022 School Year

RE: Application for Salary Advancement/Class Change

If you anticipate or have already earned advanced training credit towards moving across on the certificated salary schedule for the 2021-2022 school year, please complete the attached application form and return it to the Human Resources Department. You are welcome to send it through inter-district mail or you can drop off your packets with the District's Receptionist.

The HR Department will review all applications for a change in classification on the salary schedule through study, workshops, unit credit, travel, and additional work. You can only apply for salary advancement once a year.

Units taken during your workday, or courses paid for by the district will not be accepted. Units should be graduate or upper division and taken from an accredited institution. Coursework taken at a community college or lower division units need to be pre-approved by submitting a letter of explanation demonstrating suitability for your professional growth prior to taking the course. Units or hours given by attending a workshop or training need to be on the certificate you receive. You will receive one semester unit for each 15 hours of training/workshop(s) you attend.

Deadlines

Fall Salary Advancement

- Applications are due in Human Resources by October 15th
- All coursework must be completed by October 15th (Per Article 13.8.2)
- DEADLINE: Official Transcripts are due in Human Resources by November 15th
- Salary Changes will be retro to July 1st
- Salary adjustments are tentatively scheduled to appear on your January 31st, warrant*

Spring Salary Advancement

- Applications are due in Human Resources by February 15th
- All coursework must be completed by February 15th (Per Article 13.8.2)
- DEADLINE: Official Transcripts are due in Human Resources by March 15th
- Salary Changes will be retro to January 1st
- Salary adjustments are tentatively scheduled to appear on your May 31st, warrant*

****The Human Resources Department has up to three months to verify units after submission.
Refer to section 13.8.2 of the current collective bargaining agreement.***

Newark Unified School District

Salary Advancement Application

Refer to Section 13.8.2 of the current collective bargaining agreement.
Employees must pay for all units earned and coursework/workshops may *not* be taken during your workday
for units which are applied toward salary advancement credit.

Name

Site

Date

Check one:

☐ I am applying for Fall Salary Advancement ☐ I am applying for Spring Salary Advancement.

Movement to: ☐ Class II (45 units) ☐ Class III (60 units) ☐ Class IV (75 units)

Advanced Degree Stipend: ☐ Master's Degree ☐ Doctoral Degree

College/ University	Course Information	Units		Transcripts	
		Semester	Quarter	Ordered	Attached

I am requesting **District Credit** for the course(s) listed below,
and have attached verification of hours/attendance (15 hours = 1 semester unit)

Dates	Workshop Title	Total Hours Attended	Semester Units

Travel Units

☐ I am applying for Approval of _____ units.

Pre-Approval for this travel credit has been previously obtained and is on file with the Human Resources Office.

☐ I am applying for Pre-Approval of _____ units.

I have attached a letter of request /explanation for approval of such units.