



NEWARK UNIFIED SCHOOL DISTRICT

Human Resources Department

TO: All Certificated Bargaining Unit Members

FROM: Julie Radcliffe, Certificated Human Resources

DATE: 2020-2021 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 2020-2021 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.***