

**Addendum C**



**Licensed Staff  
Clock Hours Earned Schedule for  
Salary Advancement  
Submit to the Human Resources Office  
Rev. May 2018**

Name \_\_\_\_\_ Building \_\_\_\_\_ Date \_\_\_\_\_

The Superintendent or his/her designee will determine if coursework, conference or training opportunity qualifies for salary advancement. Clock hours are figured dependent upon categories below. Fifteen (15) clock hours equals one (1) credit.

**This form must be filled out completely with supporting MCS D certificate(s) or college transcript(s) for each coursework, conference or training opportunity listed. Non-district issued certificates must have a copy of the signed district pre-approval attached. Your Supervisor's signature is required prior to submitting.**

- | <b>Category</b>                                                   | <b>Clock Hour %</b> |
|-------------------------------------------------------------------|---------------------|
| 1. District pays fees and employee attends on own time.....       | 100%                |
| 2. Employee pays fees and employee attends on own time .....      | 100%                |
| 3. District pays fees and employee attends on district time ..... | 0%                  |
| 4. Employee pays for college credit and attends on own time ..... | 100%                |
| 5. Employee pays fees and attends on district time .....          | 0%                  |
| 6. No fee required and employee attends on own time.....          | 100%                |
| 7. No fee required and employee attends on district time .....    | 0%                  |

Coursework, Conference, Training Opportunity Attended	Date(s)	Place	Category 1-7	Clock Hours	Hours Earned	Credit Earned

**Total Hours** \_\_\_\_\_ **Total Credits (15 hours = 1 credit)** \_\_\_\_\_

This form must be returned to the Human Resources Office for any applicable salary increase. Increases are in increments of ten (10) credits. All credits/hours must be submitted by **January 15<sup>th</sup>** to be considered for the following year's salary advancement, pending negotiations.

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

----- **Central Office Approval Below** -----

Total Accumulated Credits \_\_\_\_\_

Central Office Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_