



Dear Avondale Staff:

Thank you for continuing your educational pursuits. Below you will find the AEA contract language related to salary adjustment as it relates to earned credits. If you have questions, please do not hesitate to reach out to the Avondale Human Resource Office.

ARTICLE 7 - PREPARATION BEYOND BACHELOR'S & MASTER'S DEGREE

Section 7.1

It will be the individual teacher's responsibility to provide official transcripts/District paperwork to establish credit for proper placement on the salary schedule. Any teacher who qualifies for additional compensation due to having earned either fifteen (15) or twenty-five (25) graduate credits after receiving the Bachelor's Degree, or fifteen (15) or thirty (30) graduate credits after receiving the Master's Degree from an accredited college or university, will qualify for such increase upon presentation to the Superintendent or his/her designee an official transcript of such credit. This documentation consists of an **official transcript and district paperwork**. These documents must be presented by **October 15th for consideration of 100% salary readjustment or February 15th for consideration of 50% salary readjustment.**

Compensation will begin and will be prorated according to the current salary schedule from the first pay period of the semester for which such validation is dated. It is further understood by both parties that this additional training should be related to the current teaching assignment, certification, re- certification, or degree work of the applicant.

It will be the individual teacher's responsibility to provide official transcripts/District paperwork to establish credit for proper placement on the salary schedule. For those Master's Degree's that require more than thirty (30) credits, 45-59 credits qualify for MA+15 on the salary schedule and MA requiring 60+ credits qualify for MA+30 on the salary schedule. This documentation – official transcript/district paperwork must be presented by October 15 for consideration of 100% salary readjustment or February 15th for consideration of 50% salary readjustment. Compensation will begin and will be prorated according to the current salary schedule from the first pay period of the semester for which such validation is dated. It is further understood by both parties that this additional training should be related to the current teaching assignment, certification, recertification, or degree work of the applicant.

Section 7.2

If undergraduate training is to be submitted for credit beyond the Bachelor's Degree, it is understood by the Association and the District that the following conditions are to be met:

- A. Approval in writing must be given by the Superintendent or his/her designee prior to class enrollment.
- B. The grade earned must be at least a "B".
- C. The decision of the Superintendent regarding the suitability and applicability of this credit is not grievable.
- D. This provision applies only to credit earned after September 1, 1970.



AEA PAY INCREASE REQUEST

Please have each college/university listed below send an official transcript to the human resources office

Name:	Effective date of this action:

Position:

1. I am presently on step _____ of the _____ salary track.
(Indicate 1,2,3, etc) (BA, BA+15, BA+25, MA, MA+15, MA+30)
2. As of _____, I am eligible to advance to the _____ salary track.
(Date last class completed) (BA+15, BA+25, MA, MA+15, MA+30)
3. I have listed below the completed classes that qualify me for advancement to a higher salary track.

	Course Title	Course No	College/University	Date Completed	*Hours
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

By signing this request for a pay increase, I understand that coursework should be related to my current teaching assignment, certification, re-certification, or degree work, the grade earned must be at least a "B" and that the decision of the Superintendent regarding the suitability and applicability of this credit is not grievable.

Employee Signature

Work Location

Date

Human Resources Approval/Date: