

APPENDIX E

Request for approval of Workshop Credit for Advancement on the Salary Schedule

Workshop units, during the term of employment with Eureka City Schools are acceptable for advancement on the Teacher's Basic Salary Schedule provided: that college credit is not available for the workshop; and the workshop has been approved by the Superintendent for salary advancement credit prior to the date(s) it is conducted. The Superintendent will designate the unit value to be granted for each workshop selected for salary advancement credit.

Semester unit credit will be granted according to the following schedule:

10-14 hours = $\frac{1}{2}$ semester unit
15-19 hours = 1 semester unit
20-29 hours = $1\frac{1}{2}$ semester unit
30-39 hours = 2 semester units

WORKSHOPS OF FEWER THAN TEN (10) HOURS MAY NOT BE COMBINED FOR SEMESTER UNIT CREDIT

- In order for units to qualify for salary advancement, suitable evidence showing satisfactory completion of the workshop and hours of attendance must be filed in the Office of the Superintendent after completion of the workshop.

Name

Date

School

Position

I request approval of the following WORKSHOP for credit for advancement of the Teacher's Basic Salary Schedule:

Workshop Title (Attach brochure or flyer)

Date(s)

Conducted by:

Location

WORKSHOP DESCRIPTION: _____

Signature of Employee

Date

Recommendation of Principal

Date

Approval of Superintendent

Date

* _____ Number of semester units designated by Superintendent
Prepare in Duplicate