

Oklahoma City Public Schools
Salary Adjustment for Advanced Degree/Credit Hours Above Degree

_____ Date

Employee Name: _____
Last Name Middle Initial First Name

Employee ID #: _____

Request to review transcript(s) and/or personnel file for salary adjustment for:

Bachelor's + 15 credit hours

Master's Degree

Master's + 30 credit hours

Doctorate

Salary Adjustment for Advanced Degree:

It shall be a teacher's responsibility to file:

- One (1) complete and official transcripts of credit (listing the new degree) from an accredited higher education institution with OKCPS Human Resources
- One (1) complete and official transcripts of credit (listing the new degree) from an accredited higher education institution with the State Department of Education **Please note that OKCPS will verify our records with the DOE and will not give credit for advanced degrees until the DOE reflects the changes.*

Salary Adjustment for Credit Hours Above Degree:

It shall be a teacher's responsibility to file:

- One (1) complete and official transcripts of credit (listing the new degree if applicable) from an accredited higher education institution with OKCPS Human Resources

Payment will be retroactive to the beginning of the current fiscal year if the **October 31** deadline for submitting necessary transcripts has been met. Official transcripts of credits received after the **October 31** deadline of the current year will not result in retroactive pay, but salary adjustments will become effective the day records are received by Human Resources.

I acknowledge and have read the negotiated agreement between Oklahoma City Public Schools and the Oklahoma City AFT regarding salary adjustments for advanced degrees and credit hours above degrees. I have provided the Department of Education and OKCPS Human Resources with all of the documentation necessary to review my personnel files and make the necessary changes.

Employee Signature

Date

For HR Use Only

Request Approved _____ Effective Date

Request Not Approved

Comments:

HR Signature

Date

**Print and attach transcripts to this form, then bring these documents to HR.
HR is located at 2500 N.E 30th ST., OKC, 73111 Building 3*

Revised 10/03/2017