



SALARY CHANGE BASED ON EDUCATION LEVEL

(CERTIFIED TEACHERS)

Employee Name	Employee I.D.	Work Location
---------------	---------------	---------------

INSTRUCTIONS:

For a change in educational salary lane, certified employees must meet the provisions for the desired level per Policy [HUM-A064](#). Please check the requested salary lane below, provide required documentation for that education level, sign and date. Submit request and documentation to the Human Resources Dept.

TEACHERS:

☐ Master's ☐ Master's +30 ☐ Advance Degree (EDS, EdD, PHD)

1. Coursework for the Master's +30 must be graduate hours earned after the Master's Degree was awarded and as posted on the official transcript.
2. Attach (or have mailed) an official transcript showing the awarding of the degree or completion of the coursework for the Master's +30.
3. Submit a transaction in TN Compass to add the degree to your account.
4. Sign the following statement: I certify that I have applied to the State of Tennessee Office of Educator Licensing for the amendment of my teaching license to include the additional degree. Should such an amendment be denied or not issued, I understand that I will not be entitled to the increase.

Signature

Date

FOR HR PERSONNEL TO COMPLETE:

College/University: _____ Degree/Effective Date: _____

Current Salary/Step: _____ Updated Salary/Step: _____

Current Rate: _____ Updated Rate: _____

HR Rep. Initials: _____ Date Keyed: _____

Return to Human Resources