

SALARY CHANGE BASED ON EDUCATION LEVEL (CER-F025a)
(ADMINISTRATOR)

Employee Name

Employee I.D.

Work Location

INSTRUCTIONS

For a change in education supplement, an administrator must meet the provisions for the desired level per Policy HUM-A077 . Please check the requested salary supplement below, provide required documentation for that education level, sign and date. Submit request and documentation to the Human Resources Dept.

ADMINISTRATORS

EdS

EdD, PHD

1. Attach (or have mailed) an official transcript showing the awarding of the degree.
2. Sign the following statement: I certify that I have applied to the State of Tennessee Office of Educator Licensing for the amendment of my administrator 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 the Human Resources Department