



## Critical Endorsement Salary Adjustment Request Form

**Provisions governing critical endorsement salary adjustment are found in the Davis Educators' Agreement. Approved forms with supporting documentation are retained in your district personnel file.**

**Eligibility:**

- Eligible endorsement must have been included on the educator's license at the time of initial hire.
- Credits earned for endorsement must not have been counted previously toward a lane change or salary level change.

**Application Procedure:**

- Complete all sections of the request form, including course list.
- Submit request no later than June 30, 2019.
- Attach supporting documentation, including:
  - o A complete USBE professional development record.
  - o A copy of educator license valid on the date of initial hire.

**Processing:**

- Applications will be processed monthly.
- Deadline to submit request forms and documentation to Human Resources is on or before the 1st of each month.
- Additional documentation may be required as determined by Human Resources.
- Notifications will be sent by email.
- Salary increases for approved requests will be reflected on the following month's paycheck.

Date: \_\_\_\_\_ Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

DSD Employee ID#: \_\_\_\_\_ CACTUS ID#: \_\_\_\_\_ Phone Number: \_\_\_\_\_

School/Dept: \_\_\_\_\_ Position: \_\_\_\_\_

Subject(s): \_\_\_\_\_

Degree(s) Conferred - Date of Bachelor's: \_\_\_\_\_ University: \_\_\_\_\_

Date of Master's: \_\_\_\_\_ University: \_\_\_\_\_

Date of first educator's license (issued in any state/country): \_\_\_\_\_

Education license received through: ☐ University Program ☐ USBE approved ARL Program

**Requesting Critical Endorsement Salary Adjustment for:** (Applies for educators on [Salary Table 1](#))

ESL (English as a Second Language)

Reading

Math Level 2

Math Level 3

**Initial hire date:** \_\_\_\_\_

Notes: