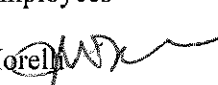


# MEMORANDUM

From the Desk of the Acting Director of Business Services

TO: Professional Employees  
FROM: Nicholas D. Morelli   
DATE: August 1, 2018  
SUBJECT: **Doctorate Degree Certification**

The employer and the Association further agree that salary adjustments made to Full-Time or Part-Time Temporary Professional Employees salaries after July 1, 2015 will be made as follows:

All professional employees who have post-graduate work adjustment at the Master's +15 and Master's +30 credit levels will be placed on the schedules found in Appendix A. The adjustments shall not exceed thirty (30) credits beyond the one Master's Degree.

**Adjustment in salaries will be made two times per year in accordance with the following schedule:**

DEGREE EARNED	APPLICATION SUBMISSION DATE	PAID
January-June	July 31st	September
July-December	January 31st	March

**The attached Doctorate Degree Certification Form should be completed in its entirety and submitted with the following documentation:**

- Letter of acceptance into a Doctorate Degree program
- An official transcript indicating grades or Act 48 documentation
- A copy of the Doctorate Degree diploma when issued

Please contact Ellen Scott at ext. 3104 with any questions or concerns.

NDM/es

Attachment

CC: Brian White, Jr. Ed.D.  
Dr. Brian Slamecka  
Ruth Geibel  
Elementary and Secondary Principals

# DOCTORATE DEGREE CERTIFICATION FORM

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**REQUESTING THE FOLLOWING SALARY ADJUSTMENT: DOCTORATE DEGREE**

**DATE DOCTORATE DEGREE CONFERRED:** \_\_\_\_\_

**DOCUMENTATION REQUIRED:**

- \_\_\_\_\_ Letter of acceptance into a Doctorate Degree program.
- \_\_\_\_\_ Official transcript indicating grades or Act 48 documentation.  
(If transcript will be delayed, a letter from the Dean or Advisor indicating courses taken and grades earned will be accepted; transcript should then be sent as soon as possible.)
- \_\_\_\_\_ A copy of the Doctorate Degree diploma when issued.

**PLEASE FORWARD THE COMPLETED DOCTORATE DEGREE CERTIFICATION FORM ALONG WITH ALL REQUIRED DOCUMENTATION TO: ELLEN SCOTT, ADMINISTRATION BUILDING.**

**Adjustment in salaries will be made two times per year in accordance with the following schedule:**

DEGREE EARNED	APPLICATION SUBMISSION DATE	PAID
January-June	July 31st	September
July-December	January 31st	March

**COMMENTS:**

---

For Office Use Only:

Office of the Director of Business Services: \_\_\_\_\_  
(Initials) (Date)

Superintendent: \_\_\_\_\_  
(Initials) (Date)

Payroll Office: \_\_\_\_\_  
(Initials) (Date) (Step) (Salary)

Personnel Office: \_\_\_\_\_  
(Initials) (Date) (Step) (Salary)