

THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA  
HUMAN RESOURCES

**SALARY GROUP/EDUCATION SUPPLEMENT CHANGE REQUEST**

**Instructions:** Employee fills out top section of form and submits to Human Resources. Human Resources certification fills out the bottom section.

Employee Name \_\_\_\_\_ Employee ID No. (A#) \_\_\_\_\_

Cost Center \_\_\_\_\_ Date \_\_\_\_\_

Present Salary Group: (check one)       BA       BA+30       MA       MA+45       DOC

Request Change To: (check one)                       BA+30       MA       MA+45       DOC

Salary supplements for Sarasota county instructional/administrative employees are available based on the following guidelines, and subject to the current Instructional Bargaining Agreement.

**BACHELOR+30/MASTERS+45: Anyone hired after July 1, 2011 is not eligible for this salary supplement.** If hired before July 1, 2011, credit for courses earned beyond a Bachelor's or Master's degree will be granted for college/in-service courses taken after the date of conferral of the previous degree.

**MASTERS/DOCTORATE: Anyone hired after July 1, 2011 can only receive this supplement if their degree major matches an area of certification on their certificate.** If hired before July 1, 2011, the supplement is effective the date the degree is conferred.

1. Official transcripts for all course work must be on file in Human Resources, and inservice record must be updated, prior to verification of the salary increase. This is the responsibility of the teacher.
2. College courses must be completed, and degrees must be earned at an institution accredited for Florida State Certification. Inservice salary credits apply when earned after instructional date of hire. Administrators can only use college credit to earn salary supplements.
3. An advanced degree in Curriculum and Instruction or Education will be considered for an advanced degree supplement. There will be no retroactivity in this particular increase.
4. A teacher who no longer holds an area of certification which led to an advanced degree supplement will lose that education supplement.
5. When ALL requirements are met, salary lane advancement will be granted within the current school year only, after submission of this form, and verification by Human Resources.

**FOR HUMAN RESOURCES USE ONLY**

Verified By Name (Print) and Signature \_\_\_\_\_ Date \_\_\_\_\_ Effective Date \_\_\_\_\_

**SALARY/EDUCATION SUPPLEMENT CALCULATION**

From:  
Group \_\_\_\_\_ Step \_\_\_\_\_ = \$ \_\_\_\_\_ Divided by \_\_\_\_\_ Days = \$ \_\_\_\_\_ Per day

To  
Group \_\_\_\_\_ Step \_\_\_\_\_ = \$ \_\_\_\_\_ Divided by \_\_\_\_\_ Days = \$ \_\_\_\_\_ Per day

\_\_\_\_\_ Days @ \$ \_\_\_\_\_ Per day = \$ \_\_\_\_\_

\_\_\_\_\_ Days @ \$ \_\_\_\_\_ Per day = \$ \_\_\_\_\_

\$ \_\_\_\_\_ Prorated salary/education supplement per year

Salary Specialist Name (Print) and Signature \_\_\_\_\_ Date \_\_\_\_\_