

THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA
HUMAN RESOURCES

SALARY GROUP/EDUCATION SUPPLEMENT CHANGE REQUEST

Instructions: Employee completes top section of form and submits to Human Resources. Human Resources Certification completes the bottom section.

Employee Name _____ Employee ID No. (A#) _____

Cost Center _____ Date _____

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

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

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

BACHELOR+30/MASTERS+45 The BA+30 or MA+45 credits must be earned after conferral of the appropriate degree and must be in either Education or in an area of certification held by the teacher. Professional Development courses may be used if earned after degree conferral and will be credited on a 20 to one credit basis.

MASTERS OR SPECIALIST/DOCTORATE Degree major must match an area of certification on their certificate or in a subject area of certification presently held. 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 instructional/administrative employee.
2. College courses must be completed, and degrees must be earned at an institution accredited for Florida State Certification. Inservice salary credits (earned outside of the duty day) apply when earned after instructional date of hire.
3. An advanced degree in Curriculum and Instruction or Education will be considered for an advanced degree supplement.
4. An employee 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 after submission of this form and verification by Human Resources.

[**Click here to submit to
HR/Certification**](#)

FOR HUMAN RESOURCES USE ONLY

Verified By Name (Print) Signature Date Effective Date

SALARY/EDUCATION SUPPLEMENT CALCULATION

From

Group _____ = \$ _____ Divided by _____ Days = \$ _____ Per day

To

Group _____ = \$ _____ Divided by _____ Days = \$ _____ Per day

_____ Days @ \$ _____ Per day = \$ _____

_____ Days @ \$ _____ Per day = \$ _____

\$ _____ Prorated education
supplement per year

Salary Specialist Name (Print) Salary Specialist Signature Date