

15.1.4 Additional college and university course work to be applied on Appendix A must be approved by the Superintendent or his designee. Such course work shall be approved if it is in the Employee's teaching field, constitutes fulfillment of the requirements for a Master's Degree, or deals with teaching theories and practices or educational techniques and theories.

(a) Approval of such course work may be gained by submitting an application for approval in writing to the Superintendent or his designee within forty-five (45) days after the first day of the course. In order that any compensation adjustment may be implemented by the Employer, an official transcript or a copy of a request for a transcript of the pre-approved course work shall be filed with the Superintendent or his designee not later than October 1 of the school term in which the compensation adjustments shall be made; however, such adjustment shall not be made until an official transcript has been received by the Employer. In evaluating degrees and credit hours, the requirements of accreditation agencies must be met.

(b) An Employee who completes a District sponsored course of fifteen (15) hours, if such courses are offered by the Employer, shall receive two hundred and seventy-five dollars (\$275.00) for each course completed. In place of the compensation above, an Employee may request such course work be applied to Appendix A at the rate of one (1) hour of credit for each fifteen (15) hours of course work. The course must be completed by October 1 of the school term in which the compensation adjustment is made. In no case may the Employee receive both compensation and credit on Appendix A for a course.