



DEPARTMENT OF HUMAN RESOURCES

NABCOT SALARY ADJUSTMENT

AND/OR LEVEL MOVEMENT

<u>FOR H.R. USE ONLY</u>	
_____	Acknowledged
_____	Professional Certification
_____	New Level
_____	Basis of Move
_____	Effective Date
_____	Approved _____ Denied

REQUEST: _____ BLOCK OF CREDITS
_____ LEVEL MOVE FROM _____ TO _____ ,

based on: BA + _____ credits, or MA + _____ credits
(Please indicate preferred path)

NAME _____ ID# _____
ADDRESS _____ ZIP _____
PRESENT POSITION _____ CURRENT LEVEL _____
YEARS OF NASSAU BOCES NABCOT SERVICE _____ LOCATION _____

BLOCK OF CREDITS:

Salary adjustment can be sought as a result of completing a block of twelve (12) credits which must include a minimum of eight (8) college or university credits and a maximum of four (4) in-service credits.

Salary adjustment can be sought as a result of completing a block of fifteen (15) in-service credits. Such credits must have been obtained on or after July 1, 2011.

All courses submitted for salary adjustment must have received prior approval in My Learning Plan, be marked complete by you in My Learning Plan, and be accompanied by proof of completion as required. An official transcript sent directly to us in a sealed envelope from the issuing institution is required for final approval of a college or university course. A certificate of completion which includes your name, date of course completion, number of credits or hours earned, and an official signature is required for final approval of an in-service course.

Refer to the NABCOT contract Article V, Section 2 for more details.

LEVEL MOVE:

List all degrees earned and courses being submitted for credit requirements on the following page.

College or university course submissions require an official transcript sent directly to us in a sealed envelope from the issuing institution. In-service course submissions require prior approval in My Learning Plan and a certificate of completion which includes your name, date of course completion, number of credits or hours earned, and an official signature.

Refer to the NABCOT contract Article V, Section 3 for salary level requirements and more details.

COMPLETE THE FOLLOWING FORM, SIGN AND RETURN TO THE DEPT. OF HUMAN RESOURCES

Incomplete or unsigned forms will be returned to you.



Department of Human Resources

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DEGREES HELD:

Degree	College or Institution	Month/Year Granted

COLLEGE/UNIVERSITY CREDITS:

HR USE ONLY

Course No.	Course Title	College or University	Date Completed	Credits	PA	OK

TOTAL # COLLEGE/UNIVERSITY CREDITS: _____

IN-SERVICE CREDITS:

HR USE ONLY

Course No.	Course Title	Institution or Sponsor	Date Completed	Credits	PA	OK

TOTAL # IN-SERVICE CREDITS: _____

TOTAL # OF ALL CREDITS: _____

I attest that all of the above credits were not taken during school time, nor were they paid for by BOCES. Furthermore, I understand that this request will not be processed until official transcript(s) of the courses listed and credits allowed are received by the Department of Human Resources.

SIGNED: _____ DATE: _____