

**GREAT NECK PUBLIC SCHOOLS**  
**REQUEST FOR SALARY CHANGE**

Please complete this form and send to Human Resources by **Oct. 1 or Feb. 1** of the school year. **Requests received after the Oct. 1 and Feb. 1 deadlines will be returned and must be resubmitted for the next salary change** (as per GNTA Contract: Art. 47J, pg. 87).

Name \_\_\_\_\_

School \_\_\_\_\_ Ext \_\_\_\_\_ Date of Request \_\_\_\_\_

I am requesting a salary class change to: Class \_\_\_\_\_ effective \_\_\_\_\_

I understand that prior to any evaluation of records for this purpose, I must submit the following to Human Resources:

- a. Official transcript(s) for all graduate and undergraduate courses to be evaluated for this Request for Change of Salary Class.
- b. Verification of completion of inservice courses.  
*(Verification of some Great Neck Inservice Courses may already be in your files. Please check your file.)*

Note: Only four (4) inservice credits are allowed per semester. Refer to the back of this form for allowable amount of inservice credits for your Class.

\*\*\*\*LIST ONLY 15 APPLICABLE CREDITS FOR THIS SALARY CHANGE\*\*\*\*

Graduate /Undergraduate Work:

Institution	Course #	Semester/Yr	Degree, if any	Credits	Grad or Undegrad

Inservice Courses:

School/Agency	Course Title	Semester/Year	Credits

DO NOT WRITE BELOW THIS LINE (add additional sheets if necessary)

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 For Human Resources Use

Request granted as follows:

Change Class and Step to: \_\_\_\_\_ Annual Salary: \_\_\_\_\_ Eff. Date \_\_\_\_\_

Board Date: \_\_\_\_\_ Approved by: \_\_\_\_\_

GUIDELINES FOR CREDITING SEMESTER HOURS OF APPROVED  
STUDY FOR SALARY PURPOSES

1. Semester hours of graduate study taken in point of time after the granting of the baccalaureate degree shall be counted.
2. Quarter hours of graduate study will be given consideration on the basis of two semester hours being equal to three quarter hours.
3. Courses taken in pursuit of a graduate degree, whether the degree has been granted or not, shall be counted.
4. Courses for which prior approval has been granted shall be counted.
5. Inservice course credits shall be counted for courses sponsored by the Great Neck Public Schools and for courses given outside the school district for which Great Neck prior approval has been given.
6. Undergraduate courses taken after July 1, 1971 and earned after joining the Great Neck faculty, may be credited up to nine points, with the approval of the Inservice Institute, except that for teachers hired after June 30, 1976, there is a limit of six undergraduate credits earned after joining the Great Neck faculty.

SCHEDULE OF MAXIMUM INSERVICE CREDITS FOR SALARY PURPOSES

Inservice credit for salary purposes may be applied on the following basis:

“Annually” Salaried Personnel

“Hourly” Salaried Personnel

<u>Salary Class</u>	<u>Allowable Inservice Credits</u>	<u>Salary Class</u>	<u>Allowable Inservice Credits</u>
1	None	1 BA	None
2	8	2 BA + 30	16
3	16	3 BA + 45	22
4	22	3 MA	Not Applicable
5	26	4 BA + 60	26
6	30	4 MA + 15	10
7	34	5 BA + 75	30
8	34	5 MA + 30	20
9	Not Applicable	6 BA + 90	35
		6 MA + 45	25
		7 Doctorate	Not Applicable