

**SOUTHERN WESTCHESTER BOCES**

**COURSE APPROVAL REQUEST FORM**  
FOR SALARY SCHEDULE MOVEMENT

SUBMIT THIS FORM **PRIOR TO REGISTRATION** FOR EACH COURSE

NAME \_\_\_\_\_ POSITION \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_ LOCATION \_\_\_\_\_

CSS     CCS     CACS    SUPERVISOR'S NAME \_\_\_\_\_

- ◆ COURSE INFORMATION: ALL OF THESE ITEMS **MUST** BE COMPLETED OR THIS REQUEST WILL **NOT** BE PROCESSED
- ◆ YOUR SIGNATURE **MUST** BE AFFIXED ABOVE
- ◆ COPIES OF CATALOG DESCRIPTIONS OF COURSES **MUST BE ATTACHED**
- ◆ COURSES MUST BE APPROVED BY BOTH THE CENTER DIRECTOR AND THE DIRECTOR OF HUMAN RESOURCES

| SEMESTER/<br>YEAR | COURSE # | COURSE NAME | INSTITUTION | # GRAD.<br>CREDITS | INSERVICE       |                   | REASON FOR<br>TAKING COURSE |
|-------------------|----------|-------------|-------------|--------------------|-----------------|-------------------|-----------------------------|
|                   |          |             |             |                    | # OF<br>CREDITS | REIMBURSE<br>ONLY |                             |
|                   |          |             |             |                    |                 |                   |                             |
|                   |          |             |             |                    |                 |                   |                             |
|                   |          |             |             |                    |                 |                   |                             |
|                   |          |             |             |                    |                 |                   |                             |

I understand the provision of the Collective Bargaining Agreement (see reverse side) regarding my choice of claiming coursework for salary credit or reimbursement for Inservice courses. I understand I must make a choice now and I cannot change this decision at a later date.

**APPROVAL**

Yes     No

\_\_\_\_\_ DATE \_\_\_\_\_

Yes     No

\_\_\_\_\_ DATE \_\_\_\_\_

**ROUTING:    EMPLOYEE -- SEND TO YOUR CENTER DIRECTOR    /    CENTER -- FORWARD TO HUMAN RESOURCES**

IF COURSES MEET APPROVAL REQUIREMENTS, EMPLOYEE WILL RECEIVE A COPY WITH SIGNATURES UPON ROUTING COMPLETION

## **GUIDELINES**

### *Courses for Salary/ Inservice Credit and Inservice Reimbursement*

#### **Courses for Salary/Inservice Credit**

- All graduate and inservice courses must be approved in advance by both the Center Director and the Director of Human Resources in order to be used for salary movement. (Please note that video courses will not be approved).
- Approved inservice courses shall not exceed six (6) credits for each fifteen (15) credit lane of the courses required for each horizontal move from column to column.
- Inservice courses are not eligible for both credit and reimbursement.
- Salary increases for approved credits earned shall be made only after official transcripts for credits earned are received by the Office of Human Resources.

#### **Anticipated Salary Movement Form**

- The anticipated salary movement form must be received by April 1<sup>st</sup> for salary movement effective September 1<sup>st</sup>
- The form is available in the Human Resources office at Berkley Drive or in the Human Resources section of the ***swbooces.org*** website.

#### **Reimbursement for Inservice Courses**

- An inservice course may be a Board funded course, developed and approved by the administration.
- An inservice course may be a Board sponsored course, that is, a course other than one funded by the Board. Course outline or description must be submitted to Program Director at least two (2) weeks before start of course for approval.
- To be eligible for reimbursement, there can be no more than 1 cut per 15 hours and all required assignments must be completed.
- Reimbursement shall be in the amount of \$65 per unit for successfully completed courses. One unit represents 15 hours of class time; 2 units represent 30 hours of class time.
- Payment is made in a separate check at the end of the school year.