

Pierce Joint Unified School District

540-A 6th Street
Arbuckle, California 95912
530-476-2892

COURSE APPROVAL FORM

NAME: _____ DATE _____

Course	Start & End Dates	Units	Institution
1. _____	_____	_____	_____
2. _____	_____	_____	_____

APPROVED: Yes _____ No _____

Administrator Date Recorded by District Office Date

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If you believe these units will move you to another column, please notify the District Office.

REGULATIONS: (PJU Educators Assn. Contract, Article 7: Compensation)

7.1.1.5: Any course work, to be accepted for salary schedule advancement, shall meet one of the following criteria:

- a. the course content is directly related to the employee's current teaching assignment;
or
- b. the course content would, in the District's judgement, clearly increase the employee's value to the District.

7.1.1.6: Prior to taking any course for which salary advancement will be sought, the employee shall submit the required course information on the District form to their immediate supervisor. The supervisor will approve or disapprove the request. If disapproved, a statement of reasons will be provided.

The form, whether approved or disapproved, will then be submitted to the Personnel Division. If disapproved, a statement of reasons will be provided to the employee and the supervisor. The Personnel Division may approve a previously disapproved form.

7.1.1.7: Evidence of completion of course shall be filed **NOT LATER THAN OCTOBER 1** or salary schedule advancement shall not be credited until the subsequent year.