

# Fall Creek School District Support Staff Prior Approval for Additional Salary Step Movement Form

I am requesting prior approval to begin working toward the additional salary step movement through the edWeb Certification.

I understand I need to complete 18 edWeb Certifications.

- Each session is 1 hour and needs to be viewed in its entirety.
- There is a follow-up quiz after every session that needs to be passed at 100%. The quiz may be taken as often as needed to complete the 100% pass rate.
- Completion of 18 sessions must take place by May 31 to be used for Additional Salary Step Movement for the following year.
- These 18 sessions are unpaid and cannot be completed during work hours.
- These 18 sessions cannot be repeated and not used for merit points.
- This Additional Salary Step Movement Option may be done once every three years.
- Staff members at the top of the salary schedule may receive a one-time payout of \$1,250 on the September 30th payroll for this **Additional Salary Step Movement Option** and must complete all the Prior Approval and Movement Forms. This may happen once every three years.
- This program must run unaltered for a minimum of 1 cycle (3 years). The District will review this Level Movement Option each year to decide if they will continue for a 4th year.
- Any cost of the edWeb subscription, etc., falls upon the District and will not be imposed on the employee.
- edWeb is the sole training provider for this program.
- Each session can only be submitted for Salary Level Movement once.
- Sessions cannot be used for both Merit and Salary Level Movement.

<b>Staff Member Name</b>	
<b>Anticipated Beginning Date</b>	
<b>Anticipated Program Completion Date</b>	

Signature \_\_\_\_\_ Date \_\_\_\_\_

\* \* \* \* \*

Approval Granted:    APPROVED    DENIED

Superintendent \_\_\_\_\_ Date \_\_\_\_\_