

East Marshall Community School

Superintendent's Office
Box 159
Gilman IA 50106

Additional Graduate Education Hours Request

Name of Class: _____

Name of College/Institution _____
(attach documentation/course description)

Number of Credit Hours: _____

Staff Member Taking the Class: _____

Superintendent Approval: _____

Date: _____

Master contract
Salaries
Article IX
Section 3.

Employees on the regular salary schedule shall be granted one increment or horizontal column upon satisfactorily completing the education requirements for such column until the maximum horizontal column is reached. Only such additional graduate educational hours in the employee's teaching area shall be used for the purposes of determining the appropriate horizontal column for the employee. Before an employee advances from one educational column to another, satisfactory evidence of additional credit must be filed with the superintendent no later than thirty (30) days after the commencement of the school year and any resulting salary adjustment shall be retroactive to the beginning to the school year.