

**Staff Salary Credential Review Request Form for Advanced Degrees**

(Effective January 2007)

As an education institution, Salt Lake Community College recognizes the value of college degrees and encourages its employees to seek them.

A salary adjustment of 2% of base salary will be allowed in cases where the following process has been demonstrated:

- Supervisor is notified of employees entrance of a course of study and intends to apply for base salary increase
- The earned degree is an appropriately related degree to the position in which the employee holds
- The earned degree is from an accredited college or university
- The earned degree is related and above the minimum requirements of the position.

**Consultation with your supervisor prior to achieving the degree is required.**

Employee Name: \_\_\_\_\_ S #: \_\_\_\_\_

Department: \_\_\_\_\_

Degree required when hired: \_\_\_\_\_  
 (Consult HR if you have questions)

Verification of above information by:

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Related Degree Earned (official transcripts must be attached before submitting this form):

\_\_\_\_\_

Date Completed: \_\_\_\_\_

Human Resources will need this form, official transcripts of new degree and the Existing Employee Change PAF in order to process. Pay will change the following pay period after this information is submitted to HR.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Director/Dean/Assoc.VP:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Vice President:** \_\_\_\_\_ **Date:** \_\_\_\_\_