



**Salary Level Advancement Application Form
Policy Series: 5000 Personnel**

**Policy No. 5320
Form 2**

To qualify for salary advancement, employees must have a Professional Educator License and meet all requirements outlined in PCSD Policy 5320 P4.

Level advances may occur at any time during the school year, August to April. This application and all validation of credits must be submitted to the Provo City School District Personnel Office by the **last working day before the 25th of the month.**

Upon approval of credits, the pay for the new salary level will begin the month following the application approval date. The check reflecting the new rate will be distributed on the normal pay date. For credit verification, please contact Diana Dean, dianad@provo.edu.

Please fill out the following information and return this form and supporting documentation to Diana Dean via email or in the District Office, 280 W 940 N, Provo UT 84604.

DATE: _____

NAME: _____

Employee ID Number: _____

Work Location: _____

(See ESP Portal <https://www.aliosolutions.net/PROVO/login.aspx> for current information regarding your LEVEL and CATEGORY.)

I am CURRENTLY on salary level _____ of the Provo City School District's salary schedule.
(e.g. B)

My CURRENT category is _____ (e.g. 200 from categories listed below)

My earned NEW category is _____ (e.g. 201)

My NEW salary level _____ (e.g. C)

Categories

- 200 BA
- 201 BA + 14 transcript credits (10 additional credits)
- 202 BA + 24 transcript credits (10 additional credits)
- 203 BA + 34 transcript credits
- 204 Masters
- 205 MA + 20 transcript credits (20 additional credits)

- 206 MA + 40 transcript credits (20 additional credits)
- 207 MA + 60 transcript credits (20 additional credits)
- 208 Doctorate

I understand I am required to furnish verification of all credits with this application.

I understand the salary level advancement is not retroactive pay.

Signature: _____

Revised: August 23, 2024 as per negotiated agreement