
Degree Changes Procedure (PER-P006)

Milford Public School District

1.0 SCOPE:

- 1.1 This procedure describes the process in which the Human Resources Department processes degree changes and accompanying salary changes for certified teaching staff at the Milford Public School District.

The on-line version of this procedure is official. All printed versions are uncontrolled copies.

2.0 RESPONSIBILITY:

- 2.1 Superintendent of Schools
- 2.2 Deputy Superintendent of Operations
- 2.3 Director of Human Resources
- 2.4 Human Resources Specialist

Authorized Signature on File

Signature Date

3.0 APPROVAL AUTHORITY:

- 3.1 Deputy Superintendent of Operations

4.0 DEFINITIONS:

- 4.1 PAN - Payroll Actions Notice
- 4.2 HRIS – Human Resources Information System

5.0 PROCEDURE:

- 5.1 Human Resources Department is in receipt of a letter from the certified employee stating that they will complete the course requirements for a degree change during the current academic year.
 - 5.1.1 Certified teachers must have their letter in the Human Resources Department no later than October 15th each academic year stating when the degree change will take place.
 - 5.1.2 Changes received after October 15th will not be processed with the upcoming academic year, but will be processed for the year following. A letter is sent to the employee notifying them of this - PER-F009.
- 5.2 The Human Resources Department sends a confirmation of receipt of the letter (PER-F005) and files letter in the Degree Change binder.
- 5.3 The first week of November the Human Resources Department prepares a summary of all degree change notifications and accompanying salary changes and submits to the Chief Accountant to prepare the salary budget for the next academic year.
 - 5.3.1 Degree changes do not take place until they have been added to the budget projections for the upcoming academic year, which begins in September.
- 5.4 Degree change confirmations (official transcript or signed letter from an appropriate administrator at the college or university) received up to the first week in November of the designated school year will prompt the appropriate salary change retroactive to the first payroll in September.

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5.4.1 Human Resources Department processes the salary change and forwards to the Payroll Department via PAN.

5.5 Degree change verifications received and date marked between November 2nd and January 31st of the designated school year will be processed with an effective date of February 1st.

5.5.1 See 5.4.1

6.0 ASSOCIATED DOCUMENTS:

6.1 Degree Change Binder

6.2 Summary of Degree Change Notifications (Excel)

6.3 Degree Change Confirmation Letter – PER-F005

6.4 Degree Change Late Notification Letter – PER-F009

6.5 PAN (HRIS Database)

6.6 Official Transcript or letter from college or university

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Degree Change Letters	Human Resources Office	After Degree Change- Personnel File	99 years then Shred	Locked Office
Summary of Degree Change Notification (Excel)	Electronic	n/a	n/a	Electronic
Degree Change Confirmation Letter PER-F005	Human Resources Office	99 years	Shred	Locked Office
Degree Change Late Notification Letter PER-F009	Human Resources Office	99 years	Shred	Locked Office
HRIS	Electronic	n/a	n/a	Electronic
PAN	Human Resources Office	99 years	Shred	Locked Office

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8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
08/25/2003	A	Initial Release
10/15/2003	B	Add sentence to 5.1.3. Add 6.4 Add to 7.0 Info regarding 6.4
10/04/2004	C	Add/remove/change wording in 2.0, 3.0, 4.0, 5.0, 6.0 and 7.0
02/03/2005	D	Change title back to Director of Human Resources

***** End of procedure *****