

Application for Training Credit Paraprofessional & Professional/Technical Employees

NAME: <div style="text-align: center;"> (Last) (First) (M.I.) </div>	Date:	ID:
ASSIGNMENT:	BUILDING:	

To apply for a 3% pay adjustment, please complete this form and return it to Human Resources. 36 hours of training must have been completed within 48 months of the date of application. Attach a copy of your *Better and Better* transcript or copies of certificates of completion, letters of attendance, or other documentation. ***Please note: Of the 36 hours, no more than ten (10) hours may be for personal wellness activities related to fitness, exercise or diet.**

This form must be signed by your supervisor. By signing the application, you and your supervisor each attest to the accuracy of the application. Pay adjustments will be reviewed by Human Resources. If approved by Human Resources, the pay increase will be effective with the first pay period following approval and will **NOT** be retroactive. A maximum of 1 pay adjustment is allowed every three years.

Title of Training Activity or Description	Training Provider <small>(i.e. Millard Public Schools, ESU #3, Vatterott College, UNO, etc.)</small>	Training Dates <small>(month/date/year)</small>	Contact Hours

_____ Staff Member's Signature _____ Supervisor's Signature	<u>Human Resources Office Use Only</u> Approved for _____ contact hours. _____ Human Resources office signature Date
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