

**Mt. San Jacinto College District
Program Guidelines
Classified Application for Salary Schedule Advancement (CASA)**

This form is to be used to request salary advancement for educational courses that you have completed and meet the criteria for professional development, as summarized below.

PROGRAM ELIGIBILITY AND GUIDELINES

CSEA Section 7.1.5: The purpose of the Classified Salary Advancement Program is to promote professional development. All unit members may advance two steps for the first twelve (12) semester units of college-level work completed, and one step thereafter, for a maximum of four (4) steps. Qualified college-level coursework includes units which are completed through an extended course of study (a semester or quarter), enhances the knowledge, skills, competencies, and behaviors required for successful job performance, and meet the following guidelines:

- a. The units must be earned from an accredited institution*.
- b. The units must be directly job related or part of an approved degree or certificate program.
- c. The units must be earned with a grade of at least a 'C' or 'pass', if the course or institution does not offer a letter grade.
- d. The units must be earned at a level above any degrees already obtained or at an equivalent level if it can be clearly demonstrated that the courses will contribute to the professional qualifications of the employee.
- e. The units must be paid for by the employee, and coursework must be completed on the employee's time and outside of the employee's scheduled hours.

Note: There is no tuition reimbursement program at MSJC. If a course is paid for with District or Staff Development funds, the course may not be submitted for salary advancement.

COURSEWORK NOT ELIGIBLE FOR SALARY ADVANCEMENT

One day workshops, seminars, and conferences, are not eligible for salary advancement, as the knowledge and skills acquired through these types of educational opportunities are not gained through an extended course of study, which would warrant a permanent increase in a unit member's compensation. Additionally, courses that are required to maintain job specific licenses and certification are not eligible for salary advancement.

SALARY ADVANCEMENT APPROVAL PROCESS

Upon completion of each 12 semester or equivalent quarter units, submit official transcripts, a completed Classified Application for Salary Advancement (CASA) form, and signed Acknowledgment form to request salary advancement. Quarter units will be converted to equivalent semester units. For example, 18 quarter units are equivalent to 12 semester units. If the courses you are submitting for advancement are not job related, and part of your degree or certificate program requirements, including prerequisites, you will need to submit your approved educational plan, along with your official transcripts, signed Acknowledgment form and CASA form. The educational plan must include the courses that you are submitting for salary advancement and be approved by your accredited educational institution.

***Go to <https://www.msjc.edu/humanresources/benefits.html> for detailed program guidelines, CASA form and instructions. Search the U.S. Department of Education's database of [accredited postsecondary institutions](#).**

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The Staff Development Committee will review your request to ensure that the coursework meets the guidelines referenced above. Upon receipt of Committee approval, Human Resources will process your step increase effective the first of the month following receipt of all required documentation (official transcripts, CASA form, signed Acknowledgment form, approved education plan). Classified employees do not receive an additional step advancement for college-level work completed beyond step 14 of their current salary placement level. Confidential/Supervisory employees do not receive an additional step advancement beyond step 12 or their current salary placement level.

USE THE FOLLOWING INSTRUCTIONS TO ACCURATELY COMPLETE THE CASA FORM

Field Name	Description	Example
Name	Enter your legal name as it appears on your Social Security Card and in the MSJC payroll system	John Smith III
Position	Enter your current position title	Network Technician II
Date	Enter the date you are submitting the salary advancement request to Human Resources	3/31/2010
School Name	Enter the full legal entity name of your accredited institution	Mt. San Jacinto Community College
Unit Type	Enter the type of units earned for the course	Semester
Course #	Enter the number of the courses you are submitting for advancement, as it is listed on your transcript	CAPP-121-D
Course Title	Enter the name of the courses you are submitting for advancement as it is listed on your transcript	Using Microsoft Word 2007 L1
Units	Enter the total units earned for each course	4
Applied	Enter the total units that will be applied to this advancement request	3
Carryover	Enter the total carryover units that will apply to the next salary advancement. If this is your 3rd and final salary advancement request, do not complete this section	1
Relevance	Select the description that best describes why these courses are relevant	The courses are job related
Justification	Enter an explanation to describe specifically how the courses are relevant	I use MS Word in the performance of my job duties
Employee Approval	Enter your legal name here, which will act as your signature when the document is emailed to Human Resources	John Smith III
Step Request	Use the drop down menu to select the description that represents the step request	1st 12 Unit For Advancement

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SAMPLE COMPLETED CASA FORM

The screenshot shows the Adobe Designer interface with a completed 'CLASSIFIED SALARY ADVANCEMENT FORM_3-9-2010'. The form is displayed in a table-like structure with the following data:

Course #	Title	Units	Applied	Carryover
CAPP-122	Using Microsoft Excel L1	3	3	
CAPP-121D	Using Microsoft Word 2007 L1	3	3	
CAPP-141D	Using Microsoft Word 2007 L2	3	3	
CSIS-103	Introduction To The Internet	3	3	

Below the table, the 'Relevance' field is set to 'The course(s) is/are job related'. The 'Justification' field contains the text: 'I use the software applications in the performance of my job duties.' The 'Employee Approval' field is signed by 'John Smith III'. The 'Step Request' field is set to '1st 12 Units For Advancement'.

CASA SUBMISSION PROCESS

Once you have completed your CASA form, save as a .pdf file before submitting via email to both vjones@msjc.edu and hkammer@msjc.edu.

The screenshot shows the Adobe Designer interface with the 'CLASSIFIED SALARY ADVANCEMENT FORM_3-9-2010' in a submission-ready state. The form is titled 'CLASSIFIED EMPLOYEE' and contains the following information:

Mt. San Jacinto College District
Classified Application for Salary Schedule Advancement

Note: Please complete and save as a .pdf file before submitting via email to both vjones@msjc.edu and hkammer@msjc.edu.

Print Form Submit by Email

Name	Position	Date
John Smith	Network Technician II	Mar 31, 2010

School Name	Unit Type
Mt. San Jacinto Community College	Semester

Course #	Title	Units	Applied	Carryover
CAPP-122	Using Microsoft Excel L1	3	3	
CAPP-121D	Using Microsoft Word 2007 L1	3	3	
CAPP-141D	Using Microsoft Word 2007 L2	3	3	
CSIS-103	Introduction To The Internet	3	3	

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ACKNOWLEDGMENT

Please enter your name below and email this acknowledgment page along with all the other required documents to both **vjones@msjc.edu** and **hkammer@msjc.edu**. Your email will replace your signature on this document and will be used as verification of your understanding and acceptance of the policies and procedures contained within this document.

Classified Employee Name		Date	
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