

River Valley Child Development Services
SALARY INCREMENT PLANNING FORM

I, _____, anticipate the completion of additional educational requirements during the 20__ fiscal year that may result in a salary increase.

I will receive the following degree _____, on or about _____ (date).

I have completed additional credit hours towards a degree as outlined below (describe course work).

Employee

Date

Program Director

Date

Note:
To be discussed at midyear review.

Original to personnel file;
Copy to Director, Business & Finance.