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**Professional Personnel**

**Exhibit – Salary Adjustment Request**

**SALARY ADJUSTMENT REQUEST  
FOR HORIZONTAL MOVEMENT ON SALARY SCHEDULE**

**INSTRUCTIONS:**

1. No horizontal movement can be made on the certified salary schedule unless this form is completed and sent to Personnel.
2. This form must be accompanied by official documentation or transcripts sent directly from you university to Personnel.
3. To move horizontally on the salary schedule for a given year this form must be received prior to November 1<sup>st</sup>.
4. Refer to Board Policy 5:330 for more information.

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Name of Certified Employee

Building

Department or Grade Level

PRESENT PLACEMENT  
ON SALARY SCHEDULE

REQUESTED PLACEMENT  
ON SALARY SCHEDULE

B.A.			B.A.	
B.A. + 150			B.A. + 150	
B.A. + 175			B.A. + 175	
M.A.			M.A.	
M.A. + 190			M.A. + 190	

REASON FOR REQUEST \_\_\_\_\_

DOCUMENTATION BEING SENT (PLEASE LIST \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

LAST COLLEGE COURSE COMPLETED \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

Adopted:  
Renumbered: 07/12/2023 (Was 5 330 E2)