

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 1st.
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