



For a salary adjustment to become effective for any given semester, a written request, along with all necessary supporting documentation will be sent to the Assistant Superintendent for Human Resources. Information regarding the policy can be found on page 26 of the Support Staff Articles of Agreement.

The following steps should be followed when applying for salary adjustment request:

1. A completed salary adjustment form should be submitted along with official documents (i.e. transcripts for courses and copies of certifications/licensures) verifying your request to Human Resources. These can be mailed or transcripts can be electronically sent from the University. All electronic requests should be sent to HR@ucityschools.org. The Assistant Superintendent for Human Resources must receive advanced notice of electronic transcripts.
2. Human Resources will review all necessary documents to process your request. In the event that additional information is required, employees will be notified in ample time to be eligible for salary adjustments request.
3. Assistant Superintendent of Human Resources will approve all eligible requests and then submit the requests to the Board of Education for approval.
4. Once approved by Board of Education, the employee will receive a letter notifying them of the approval as well as what pay check the adjustment will be applied.
5. Salary adjustments will commence on the first payment of next month's pay period and the amount is divided over the remaining payrolls for the school year.