



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 People and General Administration. 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 People and General Administration 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 for People and General Administration will approve all eligible requests and then submit the requests to the Board of Education for approval.
4. Once approved by the 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.



Channel Change & Salary Adjustment Request Form

Name:		Date:	
Title:		Location:	
Certified Staff Current Pay/Level/Step:		Certified Staff Requested Pay/Level/Step:	
Support Staff Salary Adjustment Current pay:		Support Staff Requested Percent Salary adjustment :	
Reason for the request:			
Transcripts Delivery Method:	<input type="checkbox"/> Mail	<input type="checkbox"/> Email	<input type="checkbox"/> Not applicable

Certified Staff: For a channel change to be effective for any given semester, this form along with the necessary degrees, hours, or credit must be submitted via official transcript and or approved district Type II or III forms to the Human Resources department no later than August 31 or January 31.

Please use multiple forms if needed

If the request is based on a combination of credits, please indicate how all credits were acquired:

Credit Type (University, Type 2, Type 3)	Date Credit Earned	Course Number and Number of Credit hours received (I.E. 5000/3 hrs.)	Course Location

Signature: _____ Date Submitted: _____

Assistant Sup. For People & General Admin.: _____ Date: _____

Human Resources ONLY		
Date Received:		<input type="checkbox"/> Approved <input type="checkbox"/> Denied, reason:
Date Board Approved:		