

## PROCEDURE

### REQUEST FOR CHANGE OF SALARY CLASSIFICATION

#### FOR PROFESSIONAL STAFF

A completed Request for Change of Salary Classification form should be submitted for review to the Executive Director.

The courses must be completed by the employee prior to the beginning of the school year.

The information must be entered directly on the form, including step and track changes, number of completed credits and a handwritten listing of course title/number, credits, institution, and date of completion for each course.

Copies of transcripts for the additional earned credits must be attached to the form.

If approved, the increase will be retroactive to the beginning of the school year depending on the status of the professional contract and the decision of the Executive Director.

If a Master's Degree is conferred, a copy of same should be attached to the Request and a copy should be maintained in the personnel file.

If approved by the Executive Director, a copy is given to Alda to be presented to the Board.