

CONTRACT ADJUSTMENT FORM

Date: _____

Check One

Effective: ___ First Semester
 ___ Second Semester

_____ Master's
_____ Master's + 32

<u>Office Use Only</u>
Employee Name: _____
Employee ID: _____
Step: _____ Range: _____
New Amount: _____

PLEASE NOTE:

When an employee earns a degree or earns sufficient semester hours to move from one (1) salary schedule to another, adjustments on the salary schedule shall take place at the beginning of the ensuing semester. Full credit for teaching experience shall be given when adjustments are made. An official transcript of college credit and an application for adjustment must be filed with Human Resources to receive an adjustment. **Transcripts must be in the office of the Director of Human Resources *by October 1 and February 1* for the change in salary to become effective for the respective semester** (Bargained Agreement, Schedule A, Section B.1.).

Signature

Print Name

Location/School

Date Approved

Director of Human Resources