

EL RANCHO UNIFIED SCHOOL DISTRICT

REQUEST FOR SALARY COLUMN CHANGE

1. In order to qualify for placement in a higher column on the salary schedule for the **current school year**, this form must be submitted to the Human Resources Office by October 1st. **Verification paperwork** must be submitted by February 1st. The column change shall be processed no later than May 1st, to be retroactive back to February 1st.
2. In order to qualify for placement in a higher column on the salary schedule for the **coming school year**, this form must be submitted to the Human Resources Office by May 1st of the current school year. **Verification paperwork** must be submitted by September 1st. The column change shall be processed no later than December 1st, to be retroactive back to September 1st.
3. In order to qualify for a higher column for work completed during summer session this form must have been submitted by May 1st, as noted above, and the required units must be completed and official verification of units must be received by the Human Resources Dept. by September 1st. There will be limitation to the number of units taken during the summer session.
4. Required units must be substantiated by a verified transcript. If a transcript is not available for summer school work taken during the summer of the column change request, grade cards or a written statement by the course professor are acceptable on a temporary basis. However, a verified transcript must follow within a reasonable time.
5. The maximum number of units for which a credentialed unit member can be given credit toward column advancement per school year, September-June, including units granted for Board approved workshops or in-services, shall be 18 semester units or 27 quarter units. There will be no exceptions. To receive credit toward column changes, those units exceeding 12 semester units or 18 quarter units per school year, must be taken in pursuit of a credential or an advanced degree in the field(s) corresponding to the unit members assignment in the District. Should a unit member accumulate more than 18 semester units or 27 quarter units in a school year, the additional units will be banked until sufficient units for a step increase are accumulated.

STATUS OF MASTER'S DEGREE

All requirements for Master's Degree were or will be completed on:

_____ From _____
Date College or University

STATUS OF UNITS ABOVE BACHELOR'S DEGREE:

SECTION 1 - during school year

College/University	Units		Office Check
	Qtr.	Sem.	
_____	_____	_____	_____
_____	_____	_____	_____

SUMMER SCHOOL: The units taken under SECTION 2 will be taken during the summer and will be completed by the end of summer session.

SECTION 2 – during the summer

College/University	Units		Office Check
	Qtr.	Sem.	
_____	_____	_____	_____
_____	_____	_____	_____

I hereby request that my status be reevaluated for a change in salary placement from Column _____ to Column _____.

Date _____ Print Name _____ Signed _____