



REQUEST FOR APPROVAL OF ESP STEP CHANGE

Name: _____ Date: _____

Placement on Salary Schedule: The following rules shall be applicable in determining placement of an employee on the appropriate salary schedule.

- Credits to be considered for application on any lane of the salary schedule must be relevant to the job assignment as determined by the School District.
- Grade and Credits: To apply on the salary schedule, all credits must be related to the field of work and/or contract definition and carry a grade equivalent of a B or higher or pass.
- Prior Approval: All credits, in order to be considered for application on the salary schedule, must be approved by the Executive Director or Program Director in writing **prior** to the taking of the course.
- Effective Date: Notice of assignments will be modified to reflect qualified step changes twice each year effective September 15th and January 15th, provided proof of completion of the course is submitted to the office no later than September 30 and January 31st of each year.

From: Step _____

To: Step _____

Is a transcript of additional credits/certification on file in the District Office: ☐ YES ☐ NO

Employee Signature: _____

**** DO NOT WRITE BELOW THIS LINE ** FOR OFFICE USE ONLY ****

Date Received _____

Approved by: _____

Date Approved: _____

Salary Change Effective Date: _____

Credits to apply toward next Step _____