

Salary Step Increase

Date _____ Name _____

Position _____ Building _____

OLD INFORMATION *Please Check One*

Current Degree/Current Column STEP _____

☐ BA-2 ☐ BA + 15-3 ☐ MA-4 ☐ MA + 15-5
☐ MA + 30-6 ☐ MA + 45-7 ☐ EdD/PhD-8

NEW INFORMATION *Please Check One*

New Degree/New Column STEP _____

☐ BA-2 ☐ BA + 15-3 ☐ MA-4 ☐ MA + 15-5
☐ MA + 30-6 ☐ MA + 45-7 ☐ EdD/PhD-8

Institutions(s) attended _____

Official transcripts in a sealed envelope must be sent to the Human Resources Department to process the request, Kirkmere, room 111.

Human Resources Office Use Only

Note - Attach transcripts to the pay increment form, staple and put in employee file.

Date Form Received _____ Board approved _____

Verified by _____

Approved by _____