

**Lancaster City Schools
Office of Human Resources
Request for Salary Adjustment**

Salary Adjustment Change information should be submitted to the Office of Human Resources

Please print.

Name _____ Other Name(s) _____
 Phone _____
 Present Assignment _____
 School _____
 Employee Signature _____ Date _____

Requested Salary Level:

___ BA + 15 ___ BA 150 (5Y) ___ MA ___ MA + 15 ___ MA + 30 ___ MA + 45

Please also list date of the last day of the class that got you to next level: Date: / /

Adjustment: Applying for Salary Level Change

At any time during the school year a unit member shall advance to a higher salary step by submitting an official transcript to the Director of Human Resources. The effective date of the salary increase shall be the next working day after the last day of the school term in which the credit(s) or degree was earned. If the transcripts are submitted after June 1, salary advancements shall be effective with the beginning of the next school year.

- Attach to Salary Adjustment Application all official transcript(s) with degree conferred if applicable.**

*If you have previously sent official transcripts which apply toward this salary change, list all transcripts which apply below:

College/University	Semester/Year	Semester/ Hour	<i>HR use only</i>

Reason Request Was Denied:

- Official Transcript(s) not received;
- Grades not reflected on transcript(s)
- Credits not from an accredited institution
- Transcript credits were insufficient to advance to the next salary scale, number of credits

Other _____

Human Resources Staff _____ Date / /

APPROVED **Human Resources Staff _____ Effective Salary Date _____/_____/_____**
 The appropriate staff adjustment of _____ Annual Salary of \$ _____ will be made effective _____. Salary adjustments may take up to 2 pay periods before appearing on your paycheck.

