



# Santa Ana Unified School District

## Change of Salary Form for Column Movement

Name (Print) \_\_\_\_\_ Site: \_\_\_\_\_

I have completed the necessary requirements to change salary column on the Certificated Salary Schedule. I understand the requirements on the negotiated Agreement (Article 7.1 Column Movement) for Change of Salary Column and agree to meet the provisions therein. 7.1.6 Units refer to semester units. Quarter units are converted by multiplying by 2/3.

Please check appropriate boxes

From Class	To Class
<input type="checkbox"/> Class I BA*	<input type="checkbox"/> Class II BA + 24 units
<input type="checkbox"/> Class II + 24 units	<input type="checkbox"/> Class III + 45 units
<input type="checkbox"/> Class III + 45 units	<input type="checkbox"/> Class IV (MA)
<input type="checkbox"/> Class IV (MA)	<input type="checkbox"/> Class IV (Doctorate **)

\* Class I (maximum Step 5) is for ALL teachers who *do not hold* a full preliminary, clear or general credential regardless of educational level. (effective for all new hires 07/01/08)

\*\* Doctorate shall receive an additional 1% stipend added to Class IV for each Step and Column

Please check appropriate box

<p><i>If this was not a District Approved Course or required for your credential</i></p> <input type="checkbox"/> Course approval forms on file in the Human Resources office	<input type="checkbox"/> Official transcripts are on file in the Human Resources Office from: _____
<input type="checkbox"/> Official transcripts are attached from the following college(s): _____ _____	<input type="checkbox"/> Masters or Doctorate Degree- Attach official letter from the registrars office. (Must state course work completed and when degree will be conferred. ) <b>Official transcript must be submitted when degree is posted.</b>

I understand that this salary increase will be effective (no retroactivity) the first of the following month official transcripts are received in the Human Resources Office.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please print and sign. Attach required documents. Please make a copy for your records.

To be completed by Human Resources/Credentials

Status	<input type="checkbox"/> Eligible for Salary Increase <input type="checkbox"/> Not Eligible for Salary Increase (See below)	
Perm _____		
Prob _____	<input type="checkbox"/> Unable to verify the units/degree required for your salary advance.	
Intern _____	<input type="checkbox"/> A course approval form is not on file for your course or degree.	
Emerg _____	<input type="checkbox"/> Other: _____	

You will be advanced to Class \_\_\_\_\_, Step, \_\_\_\_\_ effective your first duty day of \_\_\_\_\_.

This increase will be reflected on your \_\_\_\_\_ payroll warrant, with a one time adjustment to your contract. (For more information please contact your payroll technician.)

Verified by: \_\_\_\_\_ Date: \_\_\_\_\_