

WESTMINSTER SCHOOL DISTRICT



CERTIFICATED HUMAN RESOURCES
INTENT TO CHANGE SALARY CLASSIFICATION

Effective School Year: _____ - _____

This is to notify the Human Resources Office that I expect to verify sufficient semester units to advance from Column _____ to Column _____ of the Certificated Salary Schedule.

I have read the applicable sections (5.1.6) of the current Collective Bargaining Agreement and understand that in order to be eligible for a change of classification, no more than one-third (1/3) of the semester units may be lower division, and that all units must be taken from an accredited college or university and must be verified no later than September 1st or February 1st. The Certificated Human Resources Office must have official transcripts no later than October 10th or March 10th respectively. Movement to another classification will not occur until official transcripts are received in the human resource office. Other types of verification are not acceptable. You may make a classification change one time per school year.

Print Name

Signature

Date

To:

Congratulations, effective _____ you will be moved to Column/Step _____ of the teacher's salary schedule. Please note the monies due for February will be adjusted on your March paycheck and will be listed as a separate payline on your paycheck with either the notation of retro or adjustment.

We are sorry to inform you that you will not move on the salary schedule this year because official transcripts verifying sufficient units have not been received from your college or university.

Other: _____

Certificated Human Resources
Signature

Date

Original-Human Resources
Make a Copy for your records