



romoland.net

ROMOLAND SCHOOL DISTRICT

25900 Leon Road, Homeland, CA 92548
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CERTIFICATED EMPLOYEE COLUMN CHANGE REQUEST FORM

Name: _____

Date: _____

This form serves to notify the District of my intent to change columns on the certificated salary schedule during the upcoming school year.

- I understand that if this form is not filed by April 30 of the current school year, I may not be allowed to change columns during the 2013-2014 school year.
- I understand that I am responsible for submitting a *CERTIFICATED EMPLOYEE COURSE APPROVAL FOR COLUMN MOVEMENT ON SALARY SCHEDULE* form for course approval **prior to taking the courses**.
- I understand I am responsible for submitting *official* transcripts showing completion of course work to the District.
- I understand that increased pay for column changes shall be effective according to the following schedule if requirements are met:
 - a) Verification submitted prior to September 30 shall be effective as of the first contractual workday, and paid on the October pay warrant.
 - b) Verification submitted between October 1 and January 31 shall be effective as of January 1 and paid on the February pay warrant.

Certificated Employee Signature

Date

Please submit by April 30 to the Human Resources Department at the District Office.

This form is in accordance with Romoland School District/Romoland Teacher Association Agreement, Section 8.6.