

**GRESHAM-BARLOW SCHOOL DISTRICT
REQUEST FOR SALARY STEP INCREASE
CLASSIFIED EMPLOYEES**

Name: _____ Date: _____

School: _____

It is the responsibility of the classified staff member to notify the human resources office, in writing, when he / she has completed a college degree which qualifies them for a step increase. The member is responsible for providing official transcripts documenting the degree earned.

Two opportunities, the beginning of the new school year or January of a school year, will be provided for classified staff members to advance on the salary schedule as a result of accomplishing one of the following:

1. **Completion of an Associates in Arts degree (must be earned after July 1, 2006): One Step.**
2. **Completion of a Bachelor's degree (must be earned after July 1, 2006): Two Steps.**

This form should be completed and submitted to Human Resources by August 1 / December 1 to allow time to process and calculate salary information prior to payroll entry deadline. Official transcripts can follow upon completion of degree up to September 10 or January 10.

PRESENT SALARY SCHEDULE PLACEMENT: Range: _____ Step: _____

A.A. / B.A. degree was / will be completed:

Term: Fall Winter Spring Summer Year _____

College / University: _____

Employee Signature: _____

FOR HUMAN RESOURCES OFFICE USE

Date request received: _____

STEP INCREASE APPROVED TO: Range: _____ Step: _____

Effective Date of Column Change: September 20 _____

January 20 _____

Completion of Coursework Verified By: _____ Date: _____
