

DESERT SANDS UNIFIED SCHOOL DISTRICT
Division of Personnel Services
REQUEST FOR SALARY CLASSIFICATION COLUMN MOVEMENT

Name _____ School _____

My current salary placement is Column _____, Step _____ based on _____ Degree
and _____ units past my Bachelor's Degree.

1. Additional semester units of upper division or graduate credit within the conditions defined in Article 13.9 and 13.11 of the DSUSD/DSTA Contract Agreement are provided on official transcripts from the following College/University(s)

Please list College/University(s)

2. Master's Degree on file - Yes No

If not, is the additional upper division or graduate credit in an approved Master's Program? Yes No
An approved program must a) be relevant to your current teaching assignment; and/or b) enable you to expand your assignment range within the district.

3. I have provided verification of admittance to the Master's Program and coursework required. Yes No

If not, I have provided a prior approval form for classes being submitted. Yes No

4. When this work has been credited, I expect to move to Column _____, Step _____ of the salary schedule.

I understand that it is my responsibility to provide the Personnel Services Office with **official transcripts** to verify my additional coursework.

The conditions for an intended change of salary classification specified in Article 13.10 of the DSUSD/DSTA Contract Agreement are:

“Column changes will be implemented no later than 45 days following receipt of official transcripts verifying the work which qualifies the unit member for Column movement.”

Employee's Signature _____ Date _____

FOR USE BY PERSONNEL/PAYROLL DEPARTMENTS

STAFF ID: _____

EFFECTIVE DATE: _____

- Salary change verified.
- Unable to verify salary change.
Please contact Personnel Services.

Personnel _____ Signature _____ Date _____

Payroll _____ Signature _____ Date _____