

2024-2025
Salary Adjustment Form

Name: _____

Lane Change: _____ To: _____

Salary Change: _____ To: _____

Employees granted column advancement and who were at the end of a salary column the previous year shall be advanced one vertical step on the salary schedule if such step is available. In order to qualify for column advancement, semester hours of graduate credit must be achieved from a graduate degree-granting institution. Please list all courses qualifying you for a lane change. Please attach copies of your official transcripts with credit hours to this form.

You have until September 1, 2024 to complete this form.

Please attach your contract or a copy so that adjustments can be made.