

COLUMBIANA EXEMPTED VILLAGE SCHOOLS
REQUEST FOR CHANGE IN SALARY

Name _____

Check **PRESENT** Salary Column:

BA 150SH MA MA+15 MA+40 MA+55

Check **REQUESTED** Salary Column:

BA 150SH MA MA+15 MA+40 MA+55

Additional training [list college or university name(s)] or other reason for change:

Official transcript(s) must be filed in support of this request. If not attached to this form, please explain:

Employee Signature

Date

Approved _____

Superintendent Signature

Date

From 7/1/22 - 6/30/25 CEA Master Contract – Article VI: Compensation, Section E: Salary Adjustment – A grade slip or an official letter of credit from the college or university registrar or an official transcript presented to the Treasurer’s Office will enable the Treasurer to make the necessary adjustments. However, the unit member must present the official transcript as soon as it is available. With proper notification to the Treasurer, adjustments will be made as follows:

- (1) Beginning of the school year when the Treasurer has been notified by September 15.
- (2) Start of second semester when the Treasurer has been notified by the first week of the second semester.

All hours qualifying a B.U.M. for salary adjustment shall be in upper division or graduate courses.

8/18/2022