

YUBA COUNTY OFFICE OF EDUCATION
Human Resources Department

CHANGE OF SALARY CLASS
REQUEST FORM
FOR
CLASSIFIED EMPLOYEES

This is official notification that I will have accumulated a total of _____ units and/or a _____ degree by _____. I will assure that official transcripts/unit logs are received by the Human Resources Department by July 15th.

I understand that if transcripts/unit logs are not received by this date, or I do not complete the units or degree, my current salary will be revised and any overpayment will be returned to the Yuba County Office of Education.

Please check which stipend will apply:

- _____ 15 units = \$200 stipend per year
- _____ Degree + 15 units = \$200 stipend per year
- _____ AA degree = \$260 per year
- _____ BA degree = \$520 per year
- _____ MA degree = \$1040 per year
- _____ 1 unit or 15 hours = \$50 one time stipend

Employee's Signature

Date

Must be submitted to the Human Resources Department by May 15th in order for salary increase to become effective for the following school year. Please review Article XVIII of the Classified Contract.

CS
04/18/06