TRIMESTER 3 SALARY LANE CHANGE REQUEST

Please review the information below regarding the **Request for Salary Adjustment for the Third Trimester**. If you wish to request a salary lane change, you must complete this form and submit it to the Human Resources Office via email at **humanresources@monroe.k12.mi.us no later than May 31st**.

Failure to submit your request by **May 31st** will prevent HR from processing the adjustment for the first trimester.

Per Appendix A of the Monroe City Education Association MEA/NEA Master Agreement:

Salary Lane Changes

Members who attain an advanced degree during the school year may be eligible for a salary change, provided all schedule deadlines and documentation requirements are met.

Degree Attained & Request form sent to HR	Effective Date of Change	Transcripts Deadline	Pay Adjustment Date
Feb. 1 to May 31	1st day of 3rd trimester	June 10	1st pay in July

Required Documentation

- Documentation **must be official transcripts** clearly showing that the degree has been **conferred or awarded**.

- **Salary adjustments will not be processed** until official transcripts are received.

- Once transcripts are received, the salary change will be applied **retroactively to the beginning of the third trimester**.

Monroe Public Schools

1275 N. Macomb St., Monroe, MI 48162 · (734) 265.3020

TRIMESTER 3 SALARY LANE CHANGE REQUEST

Employee Information

Teacher's Name: _____

School Building: _____

University Granting Degree: _____

Adjustment Request To:

☐ **BA+18**   ☐ **MA**   ☐ **Specialist**   ☐ **Doctorate**

Acknowledgment

I have read the information on page one regarding notification and official transcripts. **I understand that it is my responsibility to turn in this form by May 31st and official transcripts to the Human Resources Office no later than June 10th.** I understand that the Human Resources office will notify me by email when such transcripts have arrived, as well as notify payroll accordingly to make the appropriate salary lane increase. In the event transcripts are not in the Human Resources Office by the June 10th deadline, my lane change request will be transferred to the next appropriate trimester.

Teacher's Signature: _____

Date: _____

Received in Human Resources by: _____

Date: _____