

CTE SALARY LANE REQUEST SEMESTER 2

TO: All Teachers
 FROM: Human Resources
 DATE: September

Please find below a “Request for Salary Adjustment for Second Semester”. You must fill out this form and return to the Human Resources Office no later than **November 1st** so that it can be listed as an anticipated change. Failure of the teacher to provide such notification by **November 1st** will make it impossible for the adjustment to be made for second semester.

The pay level request will not be considered complete and official until the Human Resources Office receives **OFFICIAL DOCUMENTATION/TRANSCRIPTS** before **FEBRUARY 15TH**. Salary level adjustments will not be made until Official Documentation/Transcripts are received. Such change will be retroactive to the beginning of second semester.

Name: _____

Date: _____

School Building: _____

University Granting Degree: _____

Adjustment Request to:

Circle one: LANE A LANE B LANE C LANE D

Lane A	Lane B	Lane C	Lane D
2,000 industry experience OR Bachelor's Degree (w/ temp cert), Valid MI CTE Teaching Certificate	Entry Qualification + 3,000 hours industry experience and advanced certifications or credits (no more than 5 years old) beyond entry qualification meeting or exceeding 500 hours	Entry Qualification + 4,000 hours industry experience and advanced certifications or credits (at or above 500 hours) beyond Entry Qualification and Bachelor's Degree	Entry Qualification + 5,000 hours industry experience and advanced certifications beyond or credits (at or above 500 hours) beyond entry qualifications and Master's Degree

I have read the above information regarding notification and documentation/official transcripts. I understand that it is my responsibility to turn in documentation/official transcripts to the Human Resources Office no later than February 15th. I understand that the Human Resources office will notify me by email when such documentation/transcripts have arrived, as well as notify payroll accordingly to make the appropriate salary lane increase. In the event documentation/transcripts are not in the Human Resources Office by the February 15th deadline, my lane change request will be transferred to the next appropriate semester.

Teacher's Signature: _____

Date: _____

Received in HR by: _____ Date: _____