



Monroe Public Schools

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

TO: All CTE Teachers
FROM: Human Resources
DATE: January
RE: **SEMESTER 1 SALARY LANE CHANGE REQUEST - CTE**

Please find below a “Request for Salary Adjustment for First Semester. You must fill out this form and return to the Human Resources Office no later than **June 1st** so that it can be listed as an anticipated change. Failure of the teacher to provide such notification by **June 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 **OCTOBER 15th**. Salary level adjustments will not be made until Official Documentation/Transcripts are received. Such change will be retroactive to the beginning of first semester.

Teacher’s 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 October 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 October 15th deadline, my lane change request will be transferred to the next appropriate semester.

Teacher’s Signature: _____ Date: _____

Received in Human Resources by: _____ Date: _____