



HUMAN RESOURCES
1100 N. Grand Avenue, Walnut, CA 91789
(909) 274 4225
(909) 274 2031 FAX

REQUEST FOR SALARY ADVANCEMENT
(COLUMN CROSSOVER AND PROFESSIONAL GROWTH INCREMENT)

Name: _____
Department: _____

Date Submitted to HR: _____

I request that my salary placement be changed from **Column** ____ to **Column** ____ **OR** for **Professional Growth Increment** ____ and herewith submit evidence to support my petition. Following is a list of courses completed to support this change. **I certify that courses completed after my employment at Mt. San Antonio College began, have been approved by the Salary and Leaves Committee.**

Faculty Signature: _____ Date: _____

ACADEMIC MONTH FACULTY - Unit members hired on a 10 academic month basis must submit an application and evidence of satisfactory course completion by the Friday preceding the opening day of the Fall semester for a salary change to be effective the first pay period. Submissions made after the Friday preceding the opening day of the Fall Semester shall be effective the pay period following the month of submission. Any course work that will be used to qualify for column crossover or salary schedule advancement in a given school year must be completed before the start of the Fall semester of that academic year.

CALENDAR MONTH FACULTY - Unit members hired on an 11 or 12 calendar month basis must submit an application and evidence of satisfactory course completion by June 30 for the pay period beginning July 1 or by July 31 for the pay period beginning August 1. Submissions made after July 31 shall be effective the pay period following the month of submission. Any course work that will be used to qualify for column crossover or salary schedule advancement must be completed before the effective date of the salary change, and in no case later than July 31 of the academic year in which the change will occur.

ADJUNCT FACULTY – Initial placement for all adjunct faculty will be Column I, Step 1. All approved petitions for advancement credit will be held by adjunct faculty until ready for submission to effect column advancement. Collected, approved petitions must be submitted to Human Resources by the Friday preceding the start of the Fall semester of the academic year to implement column advancement. Column changes are effective at the beginning of the Fall semester.

REQUIRED MATERIALS - In addition to this request form, verification of satisfactory course completion must be submitted in the form of an official transcript. This verification must be submitted to Human Resources before any salary change will be implemented. Courses taken for the Professional Growth Increment shall conform to the requirements for salary schedule advancement. Failure to meet application deadlines will result in delaying effective date of salary change.

TEMPORARY VERIFICATION - Deadlines can be met by **temporary verification** such as a grade card or letter from the institution, but implementation will not occur until official transcripts are received by Human Resources.

HR USE ONLY:

Units/Hours on file: _____ Units/Hours Completed: _____ Units/Hours Verified by: _____
Date of Effective Change: _____
Vice President Approval: _____

