



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

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

Name: _____

A#: _____

Department: _____

Date Submitted to HR: _____

I request my salary placement be changed due to:

- Column Crossover from column ___ to column ___ **OR**
- Professional Growth Increment (PGI)

Following is a list of courses completed to support this change.

I certify courses have been completed after my employment at Mt. San Antonio College began, and have been approved by the Salary and Leaves Committee.

Professor Signature: _____

Date: _____

ACADEMIC MONTH FACULTY – Unless otherwise specified in Appendix A, salary change shall be effective the pay period following the month of submission.

ADJUNCT FACULTY – This form is used for column crossover only. 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. Approved petitions and verification materials must be submitted to Human Resources by the Friday preceding the start of the Fall or Spring semester of the academic year to implement column advancement. Column changes are effective at the beginning of the Fall and Spring 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.

HR USE ONLY			
<i>PGI Incentive requires completion of six semester units of college work and/or equivalent. PGI credit will be equated on the basis of sixteen (16) clock hours equaling one (1) semester unit of credit.</i>			
Total Semester Units Completed:	_____	units	
Total Hours Completed:	_____ ÷ 16 =	_____	units
		TOTAL:	_____ units
Processed by:	_____	Reviewed by:	_____
		Effective Date:	_____
Vice President Approval:	_____	Date:	_____

