



REQUEST FOR CHANGE IN TEACHER SALARY

TO: Sandy Lucas, Human Resources Assistant

FROM: _____

REMINDERS:

Only courses/programs that have received prior approval will be considered for salary adjustments. As noted on the Teacher Salary Matrix, teachers may earn and accumulate up to 30 graduate level credits that can be applied to their salary, but in order to move to Master + salary step (i.e. M+6), the graduate credits must be earned after receiving a master's degree. A copy of an official transcript or grade report must be attached to this form.

CHANGE IN SALARY CALCULATION:

Before filling out one (A, B, or C) salary increase section below, make sure you know your current salary step (on your contract) and access the current salary schedule (<https://www.waupaca.k12.wi.us/district/district-forms.cfm>). Incomplete forms will be returned. If you have any questions while filling out this form, please contact a member of our Business Services Team.

A. Changes approved on or before Sept. 15th, will adjust a teacher's salary by the appropriate lane change for the entire school year.

- I am requesting to move from Step _____ to Step _____. My new salary will be: _____.

B. Changes approved between Sept. 16th and Jan. 20th will adjust a teacher's salary by 1/2 of the appropriate lane change amount.

- I am requesting to move from Step _____ to Step _____, resulting in the following change to my salary:
 - $$\left(\frac{\text{_____}}{\text{(new salary step)}} - \frac{\text{_____}}{\text{(current salary step)}} \right) \times 0.5 = \frac{\text{_____}}{\text{(\frac{1}{2} \text{ year change in salary})}} + \frac{\text{_____}}{\text{(current salary step)}} = \frac{\text{_____}}{\text{(new salary for rest of year)}}$$

C. Changes approved between Jan. 21st and April 15th, will adjust a teacher's salary by 1/4 of the appropriate lane change amount.

- I am requesting to move from Step _____ to Step _____, resulting in the following change to my salary:
 - $$\left(\frac{\text{_____}}{\text{(new salary step)}} - \frac{\text{_____}}{\text{(current salary step)}} \right) \times 0.25 = \frac{\text{_____}}{\text{(\frac{1}{4} \text{ year change in salary})}} + \frac{\text{_____}}{\text{(current salary step)}} = \frac{\text{_____}}{\text{(new salary for rest of year)}}$$

Changes in salary will be payable over the current school year's remaining checks.

TEACHER SIGNATURE: _____ DATE: _____

DIST. ADM. SIGNATURE _____ DATE: _____

DATE OF SCHOOL BOARD APPROVAL: _____

A copy of this change in salary form will become an addendum to the teachers' individual contract when officially approved by the Board of Education. After Board approval, a copy will be sent to the teacher.