

**WAYLAND PUBLIC SCHOOLS
Wayland, Massachusetts 01778**

**APPLICATION FOR STEP CHANGE
(WESA)**

This form is for the use of WESA staff members who earn a degree while in the employ of the Wayland Public Schools. Please complete this form and return it to Sharon Batten in the Personnel Office. NOTE: Notification requirements per the WESA Agreement apply (Article XI Section 11.5)

Date: _____

I, _____, hereby apply for an increase in step placement as provided for in the Agreement Between the Wayland School Committee and the Wayland Educational Secretaries' Association, Article XI Section 11.5: "A current employee who obtains a degree (Associate's, Bachelor's, or Master's) in addition to the degree(s) he or she possessed upon initial employment shall advance one step for each such additional degree." I have attached a copy of my transcript or other evidence that this degree was conferred.

Degree: Associate's Bachelor's Master's

Date Conferred: _____

Signature

Date

Approved:

Human Resources Director

Date