

**WAYLAND PUBLIC SCHOOLS  
Wayland, Massachusetts 01778**

**APPLICATION FOR SALARY CHANGE**

NAME \_\_\_\_\_ DATE \_\_\_\_\_

Request for movement to:     B+15     M     M+30     M+60     D

*Please list all courses and attach the appropriate confirmation from the college, university, or other presenting entity that state how many credits you received for each course (transcript, certificate, etc.) Failure to include all materials will delay the effective date of your salary change.*

COURSE TITLE OR DESCRIPTION	DATE COMPLETED	CREDITS EARNED
<b>TOTAL CREDITS</b>		

<b>PERSONNEL OFFICE USE ONLY</b>			
Current Lane: _____	Step: _____	Current Degree: _____	Date Issued: _____
Movement to: _____	Step: _____	*Retroactive To: _____	Date Effective: _____
APPROVED BY _____		DATE: _____	
<i>Human Resources Director</i>			

*\*Agreement Between the Wayland School Committee and the Wayland Teachers' Association, Inc.; Article IV Section G (page 5): "Payroll adjustments will be made with the first payday in December and the last payday in June. Adjustments will be retroactive to the date upon which documentation...has been received but not back to a prior fiscal year. Documentation must be submitted by June 1<sup>st</sup>. Teachers must notify the Assistant Superintendent...no later than February 1 of the preceding school year of the possibility that s/he will be eligible for a column change."*