

**BONITA UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES DEVELOPMENT**

NOTICE OF INTENT TO COMPLETE COLUMN MOVE REQUIREMENTS

NOTE:

1. Your file will not be checked at this time to verify the number of units you need for a column move. If you need assistance to verify the number of units required for a column move, please contact Human Resources.
2. Please check with Human Resources to confirm that verification of completed coursework has been received. Human Resources will process your column move. After checking your pay warrant to be sure it reflects your column move, if you have any questions call Human Resources.
3. In general, the selection of courses is left to the professional judgment of the employee; however, the coursework must reasonably relate to the employee's current or anticipated teaching assignment. Courses must be upper division and employees must obtain a "B" or better grade in each course. If you have questions prior to enrolling in any course, please feel free to check with the Office of Human Resources prior to enrollment.

_____ I plan to move from Column _____ to Column _____ of the salary schedule.

_____ Number of completed _____ semester units of college or university work.

_____ Completion of a (type of degree) _____ degree.

Increases at the higher column rate will be granted only if the following requirements are met:

An employee who qualifies for column movement and submits proper documentation (official sealed transcripts) by the 15th of the month will receive the salary increase in the current pay period. If proper documentation is received after the 15th of the month, the salary increase will occur in the subsequent pay period.

Name: _____ Date: _____

Signature: _____