

▲ Name \_\_\_\_\_ ▲ Social Security No. \_\_\_\_\_ ▲ Position \_\_\_\_\_

In accordance with the provisions of the OCMBFT contract, this application, with attached transcript(s) or other proof of completion, is submitted for salary adjustment as follows:

Degree Completed: \_\_\_\_\_ Credit hours completed \_\_\_\_\_  
(only include if degree is to be paid on this adjustment) for this adjustment: \_\_\_\_\_  
Graduate Undergraduate Inservice

List courses to be credited: (Attach additional sheet if necessary)

<u>Course Title</u>	<u>Institution/ Agency</u>	<u>Sem. Hrs.</u>	<u>Clock Hours (inservice cr. only)</u>	<u>Code*</u>

*\*Code: 1 = graduate credit 2 = undergraduate credit 3 = inservice credit*

\_\_\_\_\_  
 ▲ Employee Signature ▲ Date

### Personnel Department Use Only

	<u>Degree</u>	<u>Graduate</u>	<u>Undergraduate</u>	<u>Inservice</u>	<u>Total Credits</u>
1. Current Cumulative Total .....	_____	_____	_____	_____	_____
2. This Transaction .....	_____	_____	_____	_____	_____
3. New Cumulative Total .....	_____	_____	_____	_____	_____
4. New Compensable Total .....	_____	_____	_____	_____	_____
5. New Residual .....	_____	_____	_____	_____	_____

\$ \_\_\_\_\_ + \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
Current Salary Rate Adjustment New Salary Rate

_____	Degree @	\$ _____	=	\$ _____
+				
_____	Cr. Hrs. @	\$ _____	=	\$ _____
+				
_____	Cr. Hrs. @	\$ _____	=	\$ _____
	<b>Total Adjustment</b>		=	\$ _____

▲ Effective Date of Adjustment \_\_\_\_\_

\_\_\_\_\_  
 ▲ Approved ▲ Date