Ensure the most current form is submitted. Refer to EMACS Forms/Procedures website.

CONTRACT TEACHER II DIFFERENTIAL REQUEST

Preschool Services Department Only

☐ Initiate ☐ Extend

Must print in Black or Blue ink ONLY

Employee ID	Rcd No.	Last Name, First Name	
Company SBC	Department Name Preschool Services Department		Department ID
Current Position No.	Current Job Code	Current Job Title	
Current Base Pay (biweekly)	Current Range/Step	Requested Bonus Amount 2.5%	Proposed Start Date

Certification

I certify that the employee named above holds a Bachelor's Degree in Child Education or a related field. A copy of an official/unofficial transcript or a copy of the degree must be attached.

Appointing Authority (Print & Sign)	Date

I understand that this differential will remain in effect until such time as the terms and conditions of my employment contract that pertain to this differential are changed.

Employee Signature	Date

Office Use Only

Human Resources Review

Recommended Approval ☐ Yes ☐ No	Meets Requirements ☐ Yes ☐ No
Comments	
Authorized Human Resources (Print & Sign)	Date

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Keyed By (Employee ID)	Date