

Mt. San Jacinto College District
Classified Application for Salary Schedule Advancement

Note: Please complete and save as a .pdf file before submitting via email to both vjones@msjc.edu and hkammer@msjc.edu.

CLASSIFIED EMPLOYEE

Name	Position	Date
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School Name	Unit Type
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Course #	Title	Units	Applied	Carryover

Relevance

Justification

Employee Approval	Step Request
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SALARY ADVANCEMENT COMMITTEE ONLY

Action	Comments
Action Date	

HUMAN RESOURCES ONLY

Effective Date	New Level	New Step	New Monthly Rate
Human Resources Approval			Updated In Galaxy
Copy To			