

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

**Note:** Please complete and save as a .pdf file before submitting via email to [lzuniga@msjc.edu](mailto:lzuniga@msjc.edu) and [jfernandezstevens@msjc.edu](mailto:jfernandezstevens@msjc.edu).

**CLASSIFIED EMPLOYEE**

<b>Name</b>	<b>Position</b>	<b>Date</b>
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<b>School Name</b>	<b>Unit Type Semester</b>
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Course #	Title	Units	Applied	Carryover

<b>Relevance</b>
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<b>Justification</b>
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<b>Employee Approval</b>	<b>Step Request</b>
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**SALARY ADVANCEMENT COMMITTEE ONLY**

<b>Action</b>	<b>Comments</b>
<b>Action Date</b>	

**HUMAN RESOURCES ONLY**

<b>Effective Date</b>	<b>New Level</b>	<b>New Step</b>	<b>New Monthly Rate</b>
<b>Human Resources Approval</b>			<b>Updated In Galaxy</b>
<b>Copy To</b>			