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TO: Teaching Assistants

FROM: Department of Human Resources

RE: Salary Adjustment Application Procedure for Teaching Assistants

In order to expedite the processing of salary adjustments, please follow the procedure below:

1. Teaching Assistants bear the responsibility of applying for a salary adjustment. **NO SALARY ADJUSTMENT IS AUTOMATIC.**
2. Complete a Salary Adjustment Form and submit it to the Department of Human Resources. A supply of these forms is available at your school office and on the HR page at www.ypschoools.org. If the supply is exhausted, please call the Department of Human Resources office; additional forms will be sent.
3. **ALL** information requested on the salary adjustment forms must be completed. **Incomplete forms will be returned.** Official notice will not commence until form is received in completed order.
4. Applications for salary adjustment should be sent in upon completion of the coursework.
5. The last day the course meets is not the official day of the closing of the course. Most schools consider the closing date when the marks are entered on the master transcript (this can be anywhere from one to four weeks). Every effort will be made to establish the official closing dates of the courses with the institution you attended.
6. Any employee entitled to a salary adjustment because of earned academic credits shall, as a precondition to receiving said increase, provide the Board with an official transcript of his/her grades as proof of satisfactory completion of same.

Salary adjustments will be effective twice per year, February 1st and September 1st to be determined by the date of completion credits and receipt of lane change form. As long as the request forms are filed timely, a delay in transcripts or information from a college will not prohibit a lane change occurring retroactively to the appropriate date.

7. It is your responsibility to have **official transcripts** sent to the Department of Human Resources to substantiate your claim for salary adjustment. To expedite receipt of the transcript, check the fee with the institutions and accompany the proper fee with the request.
8. Teaching Assistants who have been married or had a name change since graduating from college, should include their **maiden name** or **name change** on their application. This will make it possible to match transcripts that may be received in another name to their salary adjustment application.