

**APPLICATION FOR RECLASSIFICATION**

My present classification is:

**BS** + \_\_\_\_\_      **ME** + \_\_\_\_\_      **MS** + \_\_\_\_\_      **Step:** \_\_\_\_\_

I am applying for an additional (check one) increment based upon my credentials:

B.S. + 12	B.S. + 24
M.E. (Master's Equivalent)	M.S. (Master's Degree)
M.E. + 12	M.S. + 12
M.E. + 18	M.S. + 18
M.E. + 24	M.S. + 24
M.E. + 30	M.S. + 30
M.E. + 36	M.S. + 36
M.E. + 48	M.S. + 48
M.E. + 54	M.S. + 54
M.E. + 60	M.S. + 60

Return your application along with any **OFFICIAL** letter of in-service credits and / or **OFFICIAL** college transcripts to the Human Resources Department at the Luzerne Intermediate Unit Administration Office.

Any professional requesting their salary to be adjusted must submit their application along with their credits for reclassification no later than the **September 1 or December 1** deadlines. Employees eligible for ME/MS must show proof of Master's Degree or Master's Equivalent. **Please refer to article XXVII Sec. 3 & 9 in your contract.**

I understand that my credits will be evaluated by the Human Resource Manager and submitted for approval to the Luzerne Intermediate Unit Board of Directors.

**NOTE:** List on the back of this application or on a separate paper the college and or in-service course names you are submitting for this adjustment.

\_\_\_\_\_  
Application (Please Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Application Signature

\_\_\_\_\_  
Contact Telephone Number