

To: All Unclassified Personnel

From: Wayne Argo
Human Resources

Subject: Process for Changing Educational Preparation Code and for Requesting Salary Adjustment

Any unclassified person may process a request to change his/her Educational Preparation Code Number (see the [Faculty/Academic Staff/Limited Appointees Handbook](#)-for definition of code numbers) at any time during the year when the necessary qualifications have been completed. Faculty, academic staff and limited appointees will receive a salary increase for a change of code 4 or above in accordance with the salary guidelines in effect when final approval is given. Forms for requesting a change are available from the Human Resources Office or this web site. The form is used for both a change in code number and for the appropriate salary increase.

Initiator: (Supervisor may also initiate this process)

- Obtain form from Human Resources Office or this web site
- Complete form and attach necessary documentation
- Submit form and documentation to Department Chairperson/Supervisor
- Submit a transcript to Human Resources, as soon as one is available, to verify your degree

Department Chairperson: (Must complete within ten working days of receipt)

- Reviews form and attachments
- Verifies appropriateness and completeness of request
- If appropriate, signs form as indication that request is recommended by department
- Forward to Dean or Unit Administrator
- Inform applicant of action

Dean/Unit Administrator: (Must complete within ten working days of receipt)

- Reviews form and attachments
- If appropriate, signs forms as indication that request is recommended by the Dean or Unit Administrator
- Forward to Division Administrator
- Inform applicant and department of action

Division Administrator: (Must complete within ten working days of receipt)

- Reviews form, documentation and other input
- If request is approved, signs form to indicate final approval

Human Resources:

- Returns copy of completed form to applicant to indicate action taken
- Initiate salary change as appropriate, and change Ed Prep Code in records
- Place completed original form in individual's file
- Distribute copies as appropriate

Note: The policy is shown on reverse side of request form.

**University of Wisconsin-Stout
Change Request for Educational Preparation Code
and for Salary Adjustment**

Instructions:

Unclassified persons (and/or supervisors) may use this form to process a request for a change in Educational Preparation Code Number (defined in the Faculty/Academic Staff/Limited Appointees Handbook). Also, faculty, academic staff and limited appointments that change from code 4 or above will receive an appropriate salary increase. The dollar amount of the increase will be in accordance with the salary procedure in effect when the final approval is given for the change.

The form may be initiated at any time during the year when the individual has completed the necessary educational preparation to qualify for a change in code.

Attach any documentation (transcripts or letters from the school where credits were earned, etc.) verifying that the additional education has been completed. If transcripts are not immediately available, they are to be sent to the Human Resources Office as soon as possible.

Name: _____ <small>(please print last name, first name, middle initial)</small>	Date: _____
Dept/Unit: _____	Percent Assignment: _____
Ed Prep Code before change: _____	Ed Prep Code Requested: _____

University Action: (signature indicates the request is recommended)	
Actions are to be communicated to applicant after each level has been completed. Each level is to make recommendation and forward to next level within ten working days of receipt. The Division Administrator will make the final decision and send a copy of the completed form to the individual. Human Resources will inform the appropriate offices (department, payroll, budget, etc.) to initiate salary increase.	
Department Recommendation: _____	_____
Chairperson/Administrator	Date
School/Unit/Division Recommendation: _____	_____
Dean/Unit Administrator	Date
University: \$ _____*	Approved: _____
	Division Administrator
	Date
*Salary increases for changes of code 4 and above will be in accordance with the salary guidelines in effect when final approval is given.	

Policy for Changing Educational Preparation Code* and for Requesting a Salary Adjustment

All unclassified persons employed at UW-Stout are assigned Educational Preparation Code Numbers (identified in the Faculty/Academic Staff/Limited Appointees Handbook) according to the level (degree and/or credits) of education possessed. Persons who have completed the necessary educational qualifications for changing their preparation code number are to request that their current number be changed by submitting a completed form through their department and dean. Documentation verifying the change must accompany the form. If transcripts are not immediately available, they must be sent to the Human Resources Office as soon as possible to be placed in the individual's file. Supervisors may also initiate a request for change in code for an individual who is on leave or otherwise absent.

Salary Adjustment for a change in Education Preparation Code will be made as follows:

Faculty, academic staff and limited appointees who become eligible to change an educational preparation code 4 and above will receive the appropriate salary adjustment. The amount of the increase will be in accordance with the Salary Procedure in effect when final approval is given for the code change. If approved, the individual's salary will be increased as soon as possible through the payroll process, thus giving the individual a new salary base. No retroactive increases will be approved.

Since salary increases for the next fiscal year are usually developed and finalized in the spring (between late March and late June), any salary increase given final approval between March 15 and June 30 will not be considered a part of an individual's base salary when calculating percentage salary increases for the next year. The percentage increases will be first calculated and then the dollar amount of the increase for code change will be added to make the total new salary base for the next year.

*All Educational Preparation Codes are identified in the [Faculty/Academic Staff/Limited Appointees Handbook](#).