

**PERSONNEL**Adjustments to Certificated Staff Contracts

The district shall provide for the review and adjustment of certificated staff contracts on the basis of information filed with the personnel office on or before September 15 or within forty-five (45) calendar days of employment. The staff member shall provide the personnel office with official college or university transcripts, official records of degrees completed, and all other pertinent data for contract adjustment purposes.

Adopted: June 10, 1992

Revised: January 12, 2011