



**CONTRACT TEACHER II  
DIFFERENTIAL REQUEST  
Preschool Services Department Only**

Initiate       Extend

*Must print in Black or Blue ink ONLY*

<b>Employee ID</b>	<b>Rcd No.</b>	<b>Last Name, First Name</b>	
<b>Company</b> SBC	<b>Department Name</b> Preschool Services Department		<b>Department ID</b>
<b>Current Position No.</b>	<b>Current Job Code</b>	<b>Current Job Title</b>	
<b>Current Base Pay (biweekly)</b>	<b>Current Range/Step</b>	<b>Requested Bonus Amount</b> 2.5%	<b>Proposed Start Date</b>

**Certification**

I certify that the employee named above holds a Bachelor's Degree in Child Education or a related field. A copy of an official/unofficial transcript or a copy of the degree must be attached.

<b>Appointing Authority (Print &amp; Sign)</b>	<b>Date</b>
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I understand that this differential will remain in effect until such time as the terms and conditions of my employment contract that pertain to this differential are changed.

<b>Employee Signature</b>	<b>Date</b>
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*Office Use Only*  
**Human Resources Review**

<b>Recommended Approval</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Meets Requirements</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Comments</b>	
<b>Authorized Human Resources (Print &amp; Sign)</b>	<b>Date</b>

This document/form incorporates use of e-signatures in accordance with the San Bernardino County Policy #03-12 and Standard Practice 1.

<b>Keyed By</b> (Employee ID)	<b>Date</b>
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DISTRIBUTION: Original - EMACS-HR (0030)