

## TEACHER SALARY SCALE MOVEMENT REQUEST FORM

**If you intend to change columns on the Teacher Salary Scale during the 2019-2020 school year, you must complete this form and return it to Human Resources no later than close of business Friday, November 30, 2018.** All requests for salary advancement are due annually and do not automatically renew from year-to-year in the event requirements aren't met by an applicant.

Below is a summary of the steps involved in requesting movement on the Teachers Salary Scale:

1. Complete and submit this form by the deadline provided; no exceptions.
2. Complete the Graduate Credit Approval request for Salary Advancement via My Learning Plan.
3. The Building Principal or his/her designee will review your request via My Learning Plan. If approved, MLP will automatically send the request to the Superintendent's Office for final review/comment.
4. Once a course has been completed be sure to mark the Request for Salary Advancement as completed in MLP. This action will generate the request for tuition reimbursement (if applicable) and will close out the course. Please note that it is your responsibility to update My Learning Plan as changes occur throughout the process.
5. You can log into My Learning Plan to view the acceptance or rejection of your proposed program plan and course approval at any time.
6. Be sure to track your completed coursework on the "Proof of Completion" form (*see attached*) as this completed form will be required at the conclusion of the process.
7. When you believe that you have met all of the requirements for salary advancement, please submit the completed "Proof of Completion" form as well as any official, sealed transcript(s) to Human Resources prior to your proposed salary scale movement change date. If you have indicated the 1<sup>st</sup> pay period as your proposed salary change date and fail to submit your paperwork prior to that date, you will be eligible to submit your paperwork for movement on the 14<sup>th</sup> pay period of the 2019 – 2020 school year. If you have indicated the 14<sup>th</sup> pay period as your proposed salary change date and fail to submit your paperwork prior to that date, you will be required to submit a new Request Form for the 2020 – 2021 school year as requests for salary advancement do not renew automatically from year-to-year.

**Provided you complete the necessary steps and meet all deadlines, you may be eligible for changes in a column effective either the first (1<sup>st</sup>) or the fourteenth (14<sup>th</sup>) pay period of the 2019-2020 School Year.**

Please refer to Section 25.1 of the Teachers Contract for more information regarding Teacher Salary Scale movements.

NAME \_\_\_\_\_  
(Please Print Legibly)

Proposed Salary Change Date \_\_\_\_\_  
(1<sup>st</sup> Pay or 14<sup>th</sup> Pay)

PRESENT COLUMN/STEP \_\_\_\_\_ ANTICIPATED COLUMN/STEP \_\_\_\_\_

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

CENTRAL OFFICE RECEIPT DATE: \_\_\_\_\_ RECEIVED BY: \_\_\_\_\_

**PROOF OF COMPLETION for SALARY ADVANCEMENT Requests**  
**B+33, M, M+30, M+45, M+60, M+75**

Name: \_\_\_\_\_ Todays Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Anticipated Column/Step Change: \_\_\_\_\_

Previously I submitted my request for teacher salary scale movement. I did so prior to the necessary deadlines and received confirmation of its receipt from Human Resources. As of submittal of this form I have completed the necessary requirements to qualify for the change I previously requested.

In conjunction with this list of completed requirements below, I am submitting all official, sealed transcripts and/or documentation of in-service credits to Human Resources for confirmation of the requirement completion.

**B+33** = 24 graduate credits **and** any combination of 9 additional graduate credits or equivalent in-service credits for a total of 33 credits.  
**Master's Degree** = Transcripts from an approved college or University program verifying completion of program.  
**M+30** = 21 graduate credits **and** any combination of 9 additional graduate credits or equivalent in-service credits for a total of 30 credits.  
**M+45** = 9 graduate credits **and** any combination of 6 additional graduate credits or equivalent in-service credits for a total of 15 credits.  
**M+60** = 9 graduate credits **and** any combination of 6 additional graduate credits or equivalent in-service credits for a total of 15 credits.  
**M=75/Doctorate** = 9 graduate credits **and** any combination of 6 additional graduate credits or equivalent in-service credits for a total of 15 credits.

**Reminders:**

- \* This form **MUST** be submitted for verification prior to the 1<sup>st</sup> and 14<sup>th</sup> payroll of the fiscal year that change is requested for.
- \* It is your responsibility to provide all official transcripts and documentation of in-service credits by the deadline.
- \* No course can be counted on more than one advancement column.
- \* Graduate courses need to be entered and approved through **My Learning Plan**.
- \* You can refer to the Teachers Agreement for more detailed information on this subject.

Office Use Only: ↓

<b>1</b>	College/University:  Course:	Credits:	Confirmed by/Date:
<b>2</b>	College/University:  Course::	Credits:	Confirmed by/Date:
<b>3</b>	College/University:  Course:	Credits:	Confirmed by/Date:
<b>4</b>	College/University:  Course:	Credits:	Confirmed by/Date:
<b>5</b>	College/University:  Course:	Credits:	Confirmed by/Date:
<b>6</b>	College/University:  Course:	Credits:	Confirmed by/Date:
<b>7</b>	College/University:  Course:	Credits:	Confirmed by/Date:

**Total Number of Graduate Credits:**

Name: \_\_\_\_\_ Anticipated Column/Step Change: \_\_\_\_\_

**In-service Credit**

\*In-service credits MUST meet the following criteria:

- offered by the District and designated as in-service credit (15 hours on one topic = 1 credit)
  - completed outside of contractual hours

<b>1</b>	Title of Course/Activity:	Credits:	Confirmed Rec'd Date: By:
<b>2</b>	Title of Course/Activity:	Credits:	Confirmed Rec'd Date: By:
<b>3</b>	Title of Course/Activity:	Credits:	Confirmed Rec'd Date: By:
<b>4</b>	Title of Course/Activity:	Credits:	Confirmed Rec'd Date: By:
<b>5</b>	Title of Course/Activity:	Credits:	Confirmed Rec'd Date: By:
<b>6</b>	Title of Course/Activity:	Credits:	Confirmed Rec'd Date: By:
<b>7</b>	Title of Course/Activity:	Credits:	Confirmed Rec'd Date: By:
<b>8</b>	Title of Course/Activity:	Credits:	Confirmed Rec'd Date: By:

<b>Total Number of In-Service Credits:</b>
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**For HUMAN RESOURCE Use Only:**

Date Plan Completed: \_\_\_\_\_ Recommended Date for Salary Change: \_\_\_\_\_

New Salary Schedule: (✓ one):    \_\_\_B+33    \_\_\_M    \_\_\_M+30    \_\_\_M+45    \_\_\_M+60    \_\_\_M+75

Signature: \_\_\_\_\_

Date Payroll and Business Office Notified: \_\_\_\_\_