

Notice of Intent to Move on Salary Schedule

Name: _____

Date: _____

My anticipated move on the salary schedule for the _____ school year

Current Salary Track (check 1 box):

B

M15

B24

M30

M

M45

Moving to Salary Track (you may only move 1 track per school year, check appropriate box):

B24

M30

M

M60

Please Note:

A bargaining unit member shall submit this form to the Human Resources Department by May 1st of the anticipated change in salary classification for the following school year. If you fail to submit the form by May 1st you will not be eligible to move.

Salary adjustments for these anticipated changes will occur in the first payday in October, retroactive to the first day of school. It is the responsibility of the bargaining unit member to submit official documentation of the completion of credits or degree earned to the Human Resources Office ten (10) days prior to the 1st pay in October.

You may not skip over tracks, for example you may not move from a B to a M or a B24 to a M30. You may move from a B to a B24 and the following year you may move from B24 to a M.

