Notice of Intent to Move on Salary Schedule

Name:	Date:			
My anticipated move o	on the salary schedule for the school year			
Current Salary Track (check	1 box):			
□В	□ M 15			
□B24	□M30			
\Box M	□M45			
Moving to Salary Track (you may only move 1 track per school year, check appropriate box):				
□B24	□M30			
\square 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.

Credits To Move on the Salary Scale

This form is required upon submission of your official transcripts. Please indicate which credits you would like to count toward moving to the next range.

**If you are moving to Master's Degree range this form is not required. Please provide a transcript indicating the conferred date of your Master's Degree. **

Name: Moving From:		Date:		
		Moving To:		
College/University	Course Title		Course Number	Number of Credits