

Bridgewater-Raritan Regional School District
836 Newman's Lane, PO Box 6030
Bridgewater, NJ 08807-0030

APPLICATION FOR SALARY LEVEL CHANGE

Name: _____

Building: _____

Present Salary Level:

_____ BA

_____ MA

_____ MA+45

_____ BA+15

_____ MA+15

_____ MA+60

_____ BA+30

_____ MA+30

_____ MA+75

_____ BA+45

I am applying for placement on the following level:

_____ BA+15

_____ MA+15

_____ MA+60

_____ BA+30

_____ MA+30

_____ MA+75

_____ BA+45

_____ MA+45

_____ Doctorate

_____ MA

NOTE: Official College/ University transcripts in a sealed envelope must accompany all requests for a salary level change. CEU's will not be accepted for movement along the salary guide.

All salary level change applications will be verified by the Human Resources Department. Once verification has been completed and official transcripts reviewed, the employee requesting the change will be notified of the status of the change requested.

Salary level changes are approved twice yearly. Applications for salary level changes effective September 1 must be received on or before October 10th. Applications for salary level changes effective February 1 must be received on or before March 10th.

FOR PERSONNEL USE

Approved Salary Level Change

From _____ / _____
Level Salary

To _____ / _____
Level Salary

For Approval at

_____ Board Meeting

Retroactive to

Signed

Date

Human Resources Manager Approval

Date