

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 1st must be received on or before August 30th. Applications for salary level changes effective February 1st must be received on or before January 30th.

FOR PERSONNEL USE

Approved Salary Level Change From _____ / _____ To _____ / _____
Level Salary Level Salary

For Approval at _____ Board Meeting

Retroactive to _____

Signed _____

Date _____

Human Resources Manager Approval _____

Date _____