

EDWARDSVILLE CUSD 7

APPLICATION FOR HORIZONTAL MOVEMENT ON THE SALARY SCHEDULE

NAME _____

DATE _____

BUILDING _____

CURRENT LEVEL:

- ____ Bachelors
- ____ Bachelors + 8
- ____ Bachelors + 16
- ____ Masters
- ____ Masters + 16

DESIRED LEVEL:

- ____ Bachelors + 8
- ____ Bachelors + 16
- ____ Masters
- ____ Masters + 16
- ____ Masters + 32

Please list courses and/or workshops you wish to have considered (**attach pre-approval forms for credit beyond Masters, ORIGINAL transcripts, verifications**)

Name of Course	Course Number	Date Completed	College or University	Credit Hours

APPROVED BY: _____
SUPERINTENDENT OR DESIGNEE

DATE: _____

FOR OFFICE USE ONLY		W/O TRS
Current Range _____	Current Step _____	Salary _____
New Range _____	New Step _____	Salary _____
Difference _____		

TIMELINES/DEADLINES

Submit by September 1 for September payroll credit
Any requests received after September 1 will be processed the following school year.

PROCESS FOR HORIZONTAL MOVEMENT BEFORE MASTER'S DEGREE

- Complete Application for Horizontal Movement Form
- Attach documentation – transcripts, workshop approval forms and proof of attendance
- Present completed paperwork to Personnel Office
- Personnel office verifies paperwork
- Paperwork presented to Superintendent or Superintendent's designee for approval and signature
- Paperwork returned to secretary for processing
- Copy of Horizontal Movement form with new salary placement is copied and given to payroll
- Salary movement will appear on the next month's check as listed on bottom of Horizontal Movement on the Salary Schedule form
- Copy of Horizontal Movement form is returned to employee for their personal files
- Completed paperwork is placed in employees personnel file

PROCESS FOR HORIZONTAL MOVEMENT AFTER MASTER'S DEGREE

- Pre-Approval for Credit Beyond Master's Degree form is completed and returned to Curriculum Office for approval **BEFORE** class/workshop is taken
- Signed form is returned to employee
- Complete Application for Horizontal Movement Form when enough credits are received for horizontal salary move
- Attach documentation – Signed Pre-Approval for Credit Beyond Master's Degree form, official transcripts, workshop approval forms and proof of attendance
- Present completed paperwork to Personnel Office
- Personnel office verifies paperwork
- Paperwork presented to Superintendent or Superintendent's designee for approval signature
- Paperwork returned to secretary for processing
- Copy of Horizontal Movement form with new salary placement is copied and given to payroll
- Salary movement will appear on the next month's check as listed on bottom of Horizontal Movement on the Salary Schedule form
- Copy of Horizontal Movement form is returned to employee for their personal files
- Completed paperwork is placed in employees personnel file