

Medford Public Schools

489 Winthrop Street, Medford, Massachusetts 02155



To: Medford Public Schools Teachers
From: Dr. Suzanne B. Galusi, Assistant Superintendent
Dr. Peter J. Cushing, Assistant Superintendent
Date: July 22, 2024
Re: Fall Salary Increments

The deadline for submitting your Request for Salary Increment is approaching for School Year 2024-2025. Every attempt will be made to have all requests approved by the **October 10, 2024** pay period. If the payments are not processed by that date, the increase will be retroactively applied.

In order to be considered for a salary increment, you must **submit the following by August 19, 2024:**

- **Previously approved [Request for Credit/Course Approval Form](#)**
 - **Please note:** *These forms must be submitted and signed **PRIOR** to taking a course. These forms require two or three signatures, depending on grade level.*
 - You do not have to send previously required materials such as course syllabi, course description, accreditation statement, or other ancillary materials.
- Course of study completion verification with a grade of B or better.
 - Official transcripts should be provided as documentation.
 - If an official transcript is not available, then a clear grade report with institution name, institution phone number, date the course was completed/grade awarded, course title that correlates to the previously approved Request for Salary Increment Credit Approval Form, and the grade awarded may be accepted in lieu of an official transcript.
- [Request for Salary Increment Form](#) filled out with your *Salary Level Prior to Request* and your new *Salary Level Requested*.
- Course credits do not expire, but must be accompanied by a previously approved Request for Salary Increment Credit Approval Form.
 - Courses **MUST** receive prior authorization from the requisite supervisors in order to be considered for salary increment.
 - Please keep a copy for your records as these will not be returned and will be kept as part of your employee file.
 - Please be mindful of the time it takes to travel within the district via interoffice mail.
Courses must be approved prior to the course start date.
- **Previously used credits** for salary increment or credits that were part of attaining a degree (Bachelor, Master, Doctorate, etc.) **are ineligible to be used a second time.**
- Submissions should be sent to [Lisa Malone](#) via email, sent in hard copy form via interoffice mail, USPS, or hand-delivered. We would love to see you!

Please do not hesitate to reach out with any questions or concerns to [Lisa Malone](#), and she will direct them to us. Thank you.