

MONROE TOWNSHIP SCHOOL DISTRICT

Office of the Superintendent

423 Buckelew Avenue
Monroe Township, NJ 08831

REQUEST FOR CHANGE IN SALARY GUIDE CATEGORY- Certificated

PLEASE PRINT

Employee Name:
Employee Location:
Employee Position:

I hereby request a change in my salary guide category in the following:
Certificated Staff Salary Guide Category (check one):
<input type="checkbox"/> BA + 15 <input type="checkbox"/> MA <input type="checkbox"/> MA+30 <input type="checkbox"/> DOCTORATE
Effective Date of Change: September 1, 20____ February 1, 20____
Name of College/University:
<input type="checkbox"/> Official transcript is attached <input type="checkbox"/> I have requested the college or university to forward transcript to the Department of HR <input type="checkbox"/> I have completed the following courses(s) sponsored by the school district _____ <input type="checkbox"/> I am entitled to _____ additional credits(s)* Completion Certificate attached

Employee's Signature

Date Submitted

*A maximum of fifteen (15) of the thirty (30) credits required for a change may be earned by satisfactory completion of school-sponsored courses.

For Office Use Only:

Approval:

Yes
 No Reason: _____

Signature of Superintendent

Date

Current Step: _____ **Current Salary:** _____

Official Evidence Submitted: _____

cc: Employee Payroll Superintendent's Office

Please sign and submit to: Sally Elkassab, Department of Human Resources via email at sally.elkassab@monroe.k12.nj.us