



Intradistrict Memorandum Office of Human Resources

To: All Teachers From: Human Resources Re: Salary Bracket Changes A teacher may request a salary bracket change for additional graduate training prior to October 1 or

January 31, pursuant to Article 25.01 (C) of the Negotiated Agreement. Salary adjustments will not be made until an official transcript is received showing the additional graduate credit hours.

The transcript must:

- A. Be from an accredited institution recognized by the Ohio Department of Education and Certification.
- B. Indicate that the course work has been assigned graduate credit.
- C. Indicate that conferring of a degree if the request is for the Bachelor, Master or Doctoral degree salary bracket. A true copy of the diploma or official letter from the college registrar indicating that all degree requirements have been met may be accepted temporarily, in lieu of the transcript, until such time the official transcript arrives.

If you anticipate a salary adjustment, we must have this form and verification by an official transcript of credits on file by October 1 or January 31 in the office of Human Resources. If there is no change, do not return this form.

Name: _____ Building: _____
Please print

I anticipate being at the following level of training:

- ¥ Bachelor Master Doctorate
- ¥ Bachelor + 10 semester hours Master + 15 semester hours
- ¥ Bachelor + 20 semester hours Master + 30 semester hours

HR Use Only

From _____ \$ _____ to _____ \$ _____ Bracket
Salary Bracket Salary