



SALARY/COLUMN MOVEMENT REQUEST FORM

TO: Teachers/PEA Employees

FROM: Department of Human Resources

In order to obtain a salary/column move, it is the responsibility of the employee to complete this form and return it to Human Resources with **OFFICIAL** sealed transcripts **NO LATER** than September 30th of the year in which the move is to occur.

Employee Name (please print): _____ **Date:** _____

_____ I am requesting **salary/column movement (one form must be completed for each column jump)**.

	B	B12	B24	M	M12	M15	M24	M30
Moving From: (MARK ONE)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Moving To: (MARK ONE)	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="checkbox"/>	N/A	<input type="checkbox"/>

List only courses taken and being used for this column movement request (**official transcripts must be attached**):

Course #	Course Title	College/University	# of credits	Date earned	Grade

I understand that completed courses listed on this form **MUST** match the completed courses on the official sealed transcript. If there are multiple transcripts that support a single salary column change, I have submitted all official transcripts to Human Resources with this form.

_____ In addition to my column move, I am requesting **reimbursement** for the following previously approved courses. (The Human Resource Department can use copies of the transcript for processing these reimbursements.)

Course #:	Course Title:	Grade:

Employee Signature: _____

Salary/Column Movement Processing – HR Use Only: **Official Transcript Received On:** _____ **EE #:** _____

Column Movement From: _____ To: _____ Step Movement From: _____ To: _____

Salary Rate is from: _____ to _____ annually.

Approved by: _____ Sent to Payroll: _____

Processed by: _____ Entered into Sungard effective: _____

Updated Summary Sheet: _____ Updated Database: _____ Date Copy Mailed to Employee: _____

Column Movement:

1. Column movement is achieved only with graduate level courses that have been submitted and approved through the course approval process.
2. Column movement can occur only at the start of the school year. All coursework must be completed by August 31st. All necessary and official documentation should be submitted to HR by September 30th.
3. The 2023-2028 PEA Collective Bargaining agreement effectively ended any column movement into columns M12 and M24. While employees may be receiving salaries within those columns, the only movements that can be made are M to M15, M12 to M15, M15 to M30 and M24 to M30. Please consult your collective bargaining agreement for more information regarding this process.

To Request Column Movement:

4. **A Salary/Column Movement Request form along with original official sealed transcripts** should be sent to the Human Resources Department to initiate a column move. A form must be completed for each column jump.
5. The **official transcript(s)** should be ordered from each college/university whose courses make up the column movement.
6. **Transcripts should be sent to the employee's home** and should have an official seal and signature. Transcripts that say "Student Copy," "Unofficial Transcript," or are opened/unsealed prior to arrival in human resources are not acceptable.
7. Electronic transcripts are acceptable and must be emailed from the school directly to hr@pennridge.org.
8. In order to verify completion of a Masters degree, the transcript must show **"Masters Degree conferred..." with the date of completion**. If the transcript does not have this wording, **it will not be accepted**. In order for graduate courses to be counted for horizontal salary movement after the Masters degree, an accurate date must be determined for the completion of the Masters degree.
9. Transcripts must be received **NO LATER than September 30th** for a move to occur. Pay will be adjusted retroactive to the start of the school year.
10. It is not necessary to send an official transcript for each course immediately after course completion a grade report will suffice for documentation and reimbursement purposes. However, if you are requesting reimbursement for courses in conjunction with your column movement, the transcript can be used as the grade report.