BOULDER VALLEY SCHOOL DISTRICT

HORIZONTAL CHANGE OF PAY PROCESS

FOR BVSD LICENSED STAFF

BEFORE YOU BEGIN

Make sure you have received approval for all non-BVSD courses before requesting the ***Horizontal Change Request*** form.

Make sure you meet the requirements outlined in the BVEA Negotiated Agreement.
(see E-40, E-40.1 (pgs 62-64) and MOU E 40.5 pgs 93-94)

Request the ***Horizontal Change Request Transition Program*** via an HR Service Now Ticket

↓

You will receive an email when the request form is assigned to you

↓

Submit your documentation **in Infor**
(See how at https://bit.ly/3BYqj5y)

↓

You will be notified via email once your request is received, and then approved/denied

↓

You are set!

Questions? Please contact horizontal.helpdesk@bvsd.org

Updated October 2024