

MASCOMA VALLEY REGIONAL SCHOOL DISTRICT - SAU #62

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TEACHER SALARY SCALE MOVEMENT REQUEST FORM

If you intend to change tracks on the Teacher Salary Scale during the school year, you must complete this form and return it to the Superintendent for approval prior to October 1 preceding the school year in which the degree status/credits will change. All requests for salary advancement are due annually and do not automatically renew from year-to-year in the event requirements aren't met by an applicant.

Provided you complete the necessary steps and meet all deadlines, you may be eligible for track advancement effective either July 1 or January 1 of the school year.

Please refer to **Section 12.06** of the Teachers Collective Bargaining Agreement (CBA) for more information regarding Teacher Salary Scale movements.

NAME: _____

Proposed Salary Change Date: _____

(July 1 or January 1)

PRESENT COLUMN/STEP: _____ ANTICIPATED COLUMN/STEP: _____

EMPLOYEE SIGNATURE: _____ DATE: _____

CENTRAL OFFICE RECEIPT DATE: _____ RECEIVED BY: _____

PROOF OF COMPLETION for SALARY ADVANCEMENT Requests
BA+15, BA+30, M/BA+45, M+15, M+30, M+45

Name: _____

Today's Date: _____

Signature: _____

Anticipated Column/Step Change: _____

Previously I submitted my request for teacher salary scale movement. I did so prior to the necessary deadlines and received confirmation of its receipt from Human Resources. As of submittal of this form I have completed the necessary requirements to qualify for the change I previously requested.

In conjunction with this list of completed requirements below, I am submitting all official, sealed transcripts and/or documentation of in-service credits to Human Resources for confirmation of the requirement completion.

Reminders:

- * This form MUST be submitted for verification prior to July 1 or January 1 payroll of the fiscal year that change is requested for.
- * It is your responsibility to provide all official, sealed transcripts and documentation of in-service credits by the deadline.
- * No course can be counted on more than one advancement column.
- * Graduate courses need to be entered and approved through **Frontline**.
- * You can refer to the Teachers Collective Bargaining Agreement for more detailed information on this subject. **(Section 12.06)**

1	College/University: Course:	Credits:	Confirmed by/Date:
2	College/University: Course::	Credits:	Confirmed by/Date:
3	College/University: Course:	Credits:	Confirmed by/Date:
4	College/University: Course:	Credits:	Confirmed by/Date:
5	College/University: Course:	Credits:	Confirmed by/Date:
6	College/University: Course:	Credits:	Confirmed by/Date:
Total Number of Graduate Credits:			

For Office Use Only

Date Plan Completed: _____

Recommended Date for Salary Change: _____

New Salary Schedule: (X one): ☐ BA+15 ☐ BA+30 ☐ M/BA+45 ☐ M+15 ☐ M+30 ☐ M+45

Superintendent Signature: _____ Date Payroll and Business Office Notified: _____