ONTARIO-MONTLAIR SCHOOL DISTRICT
Human Resources

RECEIVED BY HR:

REQUEST FOR SALARY SCHEDULE RECLASSIFICATION FORM
HORIZONTAL MOVEMENT

Last Name	First Name	M.I.	Date

Work Location	Assignment	Major/Minor	Credential

REQUEST TO MOVE FROM COLUMN _____ **TO COLUMN** _____

INSTRUCTIONS

1. Language pertaining to placement on the salary schedule may be found in Article XVIII of the OMTA Agreement, which is available on the HR webpage.
2. Complete Section I and Section II of this form.
3. Original transcripts must be submitted at the same time this form is submitted. You are permitted to move horizontally on the salary schedule once a school year. Your request may be submitted at any time of the school year. Your salary reclassification will be retroactive to the first day of the month in which "Request for Salary Schedule Reclassification Form" and official transcripts are submitted.
4. Course credit for salary placement and movement shall be given only for post-graduate, upper division or graduate coursework taken at four-year colleges, universities or graduate schools, which are accredited by a regional accrediting commission and listed in the current edition of Accredited Institutions of Higher Learning published by the American Council on Education.
5. **PRIOR APPROVAL** must be obtained to move to Column F (BA+ 75). This column requires that you be in pursuit of an additional credential, certificate or degree.
6. A maximum of six semester units of lower division credits may be applied for salary purposes during the total employment of a unit member without prior authorization. Additional lower division semester units must have PRIOR APPROVAL from the Executive Director of Human Resources. Course work must be directly applicable to the teacher's primary assignment.
7. A maximum of fifteen (15) semester units completed during a school year will be accepted. Units taken in excess of this amount will not be credited for salary increases unless approved in writing by the Human Resources Division prior to enrollment in the class(es).

CONVERSION CHART

QUARTER HOURS	SEMESTER HOURS
1	2/3
2	1 1/3
3	2
4	2 2/3
5	3 1/3
6	4
7	4 2/3
8	5 1/3
9	6
10	6 2/3
11	7
12	8
13	8 2/3
14	9 1/3
15	10
16	10 2/3
17	11 1/3
18	12
19	12 2/3
20	13 1/3
21	14
22	14 2/3
23	15 1/3

SECTION I. Earned Degree (if applicable)
If you have completed a Master's Degree:

_____	_____	_____
Name of College or University	Major	Date Awarded

SECTION II.
List only the units you are using for this movement. DO NOT LIST COURSES YOU HAVE ALREADY USED ON PREVIOUS HORIZONTAL RECLASSIFICATIONS.

INSTITUTION	COURSE NUMBER	COURSE TITLE	DATE COMPLETED	QUARTER UNITS	SEMESTER UNITS
			TOTAL		

SECTION III. FOR HR USE ONLY:

Current Degree and/or Units Prior to Reclassification Request:	
New Degree to Add (if applicable):	
Total Qualifying Semester Units to Add:	
New Column Placement:	
New Column Placement Effective Date:	

Completed by:

_____	_____	_____
Name	Title	Date