



Clinton Township Board of Education

“Where Children Come First”

REQUEST FOR MOVEMENT ACROSS THE SALARY GUIDE

In accordance with Article XIV, Paragraph 4 of the negotiated agreement **“Notification for anticipated movement across the guide must be received by December 31 in the business office. Movement across the guide will occur at two (2) time periods – September 15 and February 15 contingent upon presentation of documentation to the Board Secretary ten (10) work days prior to these dates.”**

Employee Name: _____ **Date:** _____

Effective Date of Change: Complete and circle applicable date

September 15, 20__

February 15, 20__

Movement Across Guide: **PLEASE BE SPECIFIC & CHECK APPROPRIATE ROW & CIRCLE APPLICABLE DEGREE BELOW (see attached example):**

FROM:

- AA
- BA
- BA+15
- BA+30 or MA
- BA+45 or MA+15 or MA in F
- BA+60 or MA+30 or MA in F+15
- BA+75 or MA+45 or MA in F+30
- BA+90 or MA+60 or MA in F+45

TO:

- BA
- BA+15
- BA+30 or MA
- BA+45 or MA+15 or MA in F
- BA+60 or MA+30 or MA in F+15
- BA+75 or MA+45 or MA in F+30
- BA+90 or MA+60 or MA in F+45
- DOCTORATE

Copies of transcripts or CEUs showing appropriate credits must accompany this request.

Return completed form to the Business Office not later than ten (10) work days prior to the effective date of the movement (September 1 and February 1).


Failure to submit anticipated notification of movement across the guide to the Superintendent by December 31st will result in denial of the movement until the start of school the following September. Incomplete forms will not be accepted and will be returned to the employee.

OFFICE USE ONLY:	
12/31 Notice Received: _____	BOE Approval Date: _____
Transcripts Received/Reviewed: _____	Effective Date: _____


EXAMPLE:

Movement Across Guide: **PLEASE BE SPECIFIC & CHECK APPROPRIATE ROW & CIRCLE APPLICABLE DEGREE BELOW (see attached example):**

FROM:

- AA
- BA
- BA+15
- BA+30 or MA
- BA+45 or MA+15 or MA in F 
- BA+60 or MA+30 or MA in F+15
- BA+75 or MA+45 or MA in F+30
- BA+90 or MA+60 or MA in F+45

TO:

- BA
- BA+15
- BA+30 or MA
- BA+45 or MA+15 or MA in F
- BA+60 or MA+30 or MA in F+15 
- BA+75 or MA+45 or MA in F+30
- BA+90 or MA+60 or MA in F+45
- DOCTORATE

CLINTON TOWNSHIP BOARD OF EDUCATION
MOVEMENT ACROSS THE SALARY GUIDE PROCESS

Step 1

- Notice Letter to Superintendent for anticipated movement across the guide must be received by **December 31st**. Movement across guide will occur either on September 15th or February 15th.
- Letter must outline the specific movement from Column _____ to Column _____
- Must include effective date (9/15 or 2/15) and year of movement

Step 2

- Complete and submit **Request for Movement Across the Salary Guide form** with **official transcripts** ten (10) work days prior to 9/15 or 2/15 effective date to Human Resources.

Step 3

- Placement on regular meeting agenda for BOE approval of movement
- Following BOE approval, a new employment agreement will be issued for employee and BOE/Board Secretary signatures

STEP 1 - Example - Notification Letter

Date

Superintendent of Schools
Clinton Township School District
128 Cokesbury Road
Lebanon, NJ 08833

Dear _____:

This letter is to inform you of an anticipated horizontal movement on the salary guide for the _____ school year as per Article XIV, paragraph 4, of the Clinton Township Education Association agreement with the Clinton Township Board of Education.

The horizontal move shall be from column _____ to column _____ according to the salary guide. This shall be effective September 15, (year) or February 15 (year) as per the terms of the collective bargaining agreement. Presentation of documentation in support of the movement will be made to the Board Secretary ten (10) work days prior to these dates.

Please confirm this letter was received on or before the December 31 notification date.

Sincerely,

Employee Name and Job Title

cc: Personnel