

CLINTON TOWNSHIP BOARD OF EDUCATION
MOVEMENT ACROSS THE SALARY (MAG) GUIDE PROCESS

MAG is a 3-step process. An approved request will be effective the following school year. Refer to the checklist below:

Step 1

- Notice Letter to Superintendent for anticipated movement across the guide must be received by **June 1 in order to be effective for the following academic school year** (See attached sample).
- Letter must outline the specific movement from Column _____ to Column _____
- Must include effective date (9/15 or 2/15) **and** year of movement
- Request for acknowledgement of receipt on or before 6/1 notification deadline

Step 2

- Complete and submit **Request for Movement Across the Salary Guide form** to include documentation (official transcripts) ten (10) work days prior to 9/15 or 2/15 effective date to Board Secretary (SBA)

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
- Copy returned to employee

STEP 1 - Example

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 June 1 notification date.

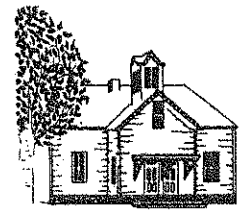
Sincerely,

Employee Name and Job Title

cc: Personnel

Clinton Township Board of Education

"Where Children Come First"



STEP 2

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 June 1 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 June 1 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.

FOR EMPLOYEE USE - BEFORE SUBMITTING, CHECK
<input type="checkbox"/> A Notification Letter to the Superintendent was submitted and received prior to June 1.
<input type="checkbox"/> Acknowledgement of receipt of Notification letter
<input type="checkbox"/> Both columns above clearly indicate movement (see example)
<input type="checkbox"/> Effective Date has been completed and circled above

OFFICE USE ONLY
6/1 Notice Received:
Request Rec'd Date:
Credits Verified:
Acknowledgement sent:
Move To:
BOE Approval 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