

PEMBERTON TWP. SCHOOLS
P.O. Box 228, One Egbert Street
Pemberton, NJ 08068

SALARY UPGRADE INSTRUCTIONS

- Salary upgrades are considered for approval twice during a school year (September 1 and February 1 deadlines).
- The new Salary Upgrade Form should be submitted to the department of Human Resources requesting a salary upgrade (ex. from BA to BA+15).
- An official transcript is required. If you do not have the transcript at the time of your request, it must be received in Personnel according to the deadline date of application. (If your transcript was submitted for tuition reimbursement, please indicate in a letter or on the form.)
- Your transcript(s) will be reviewed for passing grade(s), and credit verification. After transcription verification, your request will be put on the board agenda for the month in which you applied.
- After board approval, you will receive your new salary retroactive to the first day of the month of application (September or February). You will receive your pay increase by the second pay of the month following Board approval.

SALARY UPGRADE/LANE REQUEST FORM

Instructions: Please complete this form and attach required official transcript. The conferring of a Master's or Doctorate's degree must be posted on the transcript to receive salary upgrade for degree change. **This form must be returned to Human Resources by one of the following deadlines: September 1 or February 1** of a school year to receive board approval for a salary upgrade retroactive to the respective deadline.

Name:		School:		Assignment:		Date:	
From: Current Column		Step:		To: New Column		Step:	
GRADUATE CREDITS TAKEN:							
Course #		Course Name		Institution		Date Taken	Credits Earned
1.							
2.							
3.							
4.							
5.							
6.							

- ☐ Official transcripts attached. (Must say "Degree Awarded" on transcript for MA or Ph.D.)
- ☐ Official transcripts attached to Tuition Reimbursement application previously sent to Human Resources.
- ☐ Official transcripts to be submitted by application deadline.
- ☐ Official transcripts on file in Personnel.

The credits listed above have not been previously used for a prior request for salary upgrade.

Employee Signature

For Official Use Only:

Total credits approved for salary upgrade _____

From: Column Code _____ \$ _____
To: Column Code _____ \$ _____

Long. Code _____ \$ _____
Admin. Deg. Code _____ \$ _____

Pamela Kelly, Director Human Resources

Date

Revised 1/02/14