

# NORTHERN TIOGA SCHOOL DISTRICT

## Horizontal Move on Salary Schedule

Employee Name \_\_\_\_\_

Assigned Building \_\_\_\_\_

For professional employees who plan to earn additional credits which would entitle them to change columns at the beginning of the school term or beginning with the 14<sup>th</sup> pay period, **their plans to do so should be submitted in writing by May 1 with completion of this form, so money can be provided in the budget.**

Those professional employees planning to change columns at the 14<sup>th</sup> pay period shall submit verification at least two (2) weeks prior to the 14<sup>th</sup> pay period and shall receive one-half (1/2) the column differential divided into the remaining thirteen (13) pay periods. After the Office of the Superintendent has received and acknowledged the official college grade verifying their earning the necessary credits, their proposed salary will become their official salary for the current school year, or half the current school year.

**FROM** Change of column (circle current placement):

**TO** (Circle placement moving to):

Bachelors

Bachelors +30 credits

Masters

Masters + 15 credits

Masters +30 credits

Masters +45 credits

Bachelors +30 credits

Masters

Masters +15 credits

Masters + 30 credits

Masters + 45 credits

I will have \_\_\_\_\_ credits at the beginning of the next school term and **will submit copies of official transcripts by October 15<sup>th</sup> or two weeks prior to the 14<sup>th</sup> pay period** verifying the completion of these additional credits necessary to document this request.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

Signature of Superintendent \_\_\_\_\_

Date \_\_\_\_\_