

RUMSON SCHOOL DISTRICT
Rumson, New Jersey

Horizontal Salary Guide Notice

Print Name: _____

Date: _____

A. Horizontal Movement Notice

Teachers receiving advanced degrees will be issued a notification of salary at the new level upon receipt of a transcript from the college/university attended. The appropriate recommendation for advancement on the salary guide will be made at the next Board meeting, however, adjustments will only be made in September and February. Credits must be completed prior to September 1 in order to be eligible for movement in September and credits must be completed prior to February 1 in order to be eligible for movement in February. Advancement on the guide will not be made at any other time during the school year.

It will be the responsibility of the teacher to inform the Superintendent of Schools before October 15 regarding any change or contemplated change in training level for the following school year. A written statement from the teacher of such change will be submitted to the Superintendent not later than the opening day of school in the following September, and a notification of salary issued. If such evidence is not submitted at the prescribed time, no adjustment will be made until the next scheduled adjustment period.

1. I anticipate horizontal movement on the salary guide for the:

_____ School Year.

2. My present level is: _____ My anticipated level: _____

B. Signatures:

Faculty Signature: _____ Date: _____

Superintendent Acknowledgement: _____ Date: _____

Business Office Acknowledgement: _____ Date: _____

Office use only:

Transcripts: _____

BOE Approval: _____

Salary Adjusted: _____

cc: Superintendent, Board Office, Staff Member