REYNOLDSBURG CITY SCHOOLS

Change of Salary Request Form

_____

Name **Social Security #** **Building** **Assignment**

ARTICLE IX – COMPENSATION

E. Salary Increments

2. To receive an increment for training beyond the Bachelor's Degree, a teacher must submit a transcript of credit from an institution approved for teacher education by the Ohio Department of Education or any other Department of Education from another state along with all other transcripts from any course work. Transfer to a new salary column will be made at the beginning of the school year if the transcript is submitted by October 15 of the school year, or at the beginning of the second semester if the transcript is submitted by February 15 of the school year. Second semester changes will be made only if the teacher has notified the Superintendent prior to October 15 that such a request will be forthcoming. All coursework used to move to a new column must be in the field of education or in the subject matter of the teaching area where the teacher is certified or licensed.

I am currently at the _____ _____ *of the Salary Schedule and am requesting*
Degree *Step*
that my salary be moved to the _____ _____.
Degree *Step*

Please complete the chart below, indicating all college credit hours (including bachelor's degree) earned. Complete transcripts must be attached to this form. **Incomplete forms will be returned**.

College / University	Credit Hours Earned

Total Hours _____

_____
Signature Date

REYNOLDSBURG CITY SCHOOLS

Change of Salary/Salary Increment Form - BOE Action

Name _____

Date _____ **SS#** _____

Building _____

Teaching Assignment _____

Beginning _____

BOE Meeting Date: _____

Change from _____ **to** _____ **at $**_____

TOTAL SEMESTER HOURS (all-inclusive) _____

Verified by:

Approved by _____***, HR Director Date*** _____

Approved by _____***, Treasurer Date*** _____