

MONROE TOWNSHIP SCHOOL DISTRICT

Office of the Superintendent

423 Buckelew Avenue
Monroe Township, NJ 08831

REQUEST FOR CHANGE IN SALARY GUIDE CATEGORY- Non-Certificated

PLEASE PRINT

Employee Name:
Employee Location:
Employee Position:

I hereby request a change in my salary guide category in the following:
Non-Certificated Staff Salary Guide Category (check one):
<input type="checkbox"/> Associate's <input type="checkbox"/> Bachelor's <input type="checkbox"/> Master's <input type="checkbox"/> Doctorate
In accordance with the current agreement: If any non-certificated employee has earned an educational related degree, said employee shall earn \$1.00 more per hour.
Effective Date of Change: September 1, 20___ February 1, 20___
Name of College/University:
<input type="checkbox"/> Transcript or official document is attached <input type="checkbox"/> I have requested the college or university to forward transcript to the Department of Human Resources

Employee's Signature

Date Submitted

For Office Use Only:

Approval:

Yes
 No Reason: _____

Signature of Superintendent

Date

Current Step: _____ Current Salary: _____

Official Evidence Submitted: _____

cc: Employee Payroll Superintendent's Office

Please sign and submit original to: Shelly Tessein, Department of Human Resources