North Hunterdon-Voorhees Regional High School District

ADVANCE IN SALARY COLUMN FOR 2017-2018
This form must be filed in the Human Resources Office by November 1, 2016.

DATE:_____ SIGNATURE:_____

SCHOOL:_____ NAME: _____

Beginning _____, 201___, I expect to be eligible for placement on Column _____, of the Salary Guide.

When applying for a change in column, official transcript(s) and a Change in Column Activation form must be submitted to Human Resources along with verification that this Advance in Salary Column form is on file in HR. **A new Advance in Salary Column form must be submitted each year. Forms cannot be carried over to the next year if the necessary credits were not completed.**

SALARY COLUMN CLASSIFICATION

Column 1 Bachelor's Degree
Column 2 Bachelor's Degree + fifteen graduate credits
Column 3 Bachelor's Degree + thirty graduate credits
Column 4 Master's Degree
Column 5 Master's Degree + fifteen graduate credits
Column 6 Master's Degree + thirty graduate credits
Column 7 Master's Degree + forty-five credits
Column 8 Master's Degree + sixty credits

Note: This form should be filed only if you plan to move a column. It is not necessary to complete this form for step movement.

DO NOT WRITE BELOW THIS LINE

To: _____
Staff Member's Name

The Human Resources Department acknowledges receipt of your 2017-2018 Advance in Salary Column Form. Please retain this copy for your records.

_____ _____
Janice C. Festa Date
Human Resources Department

Revised:
08/22/16