

HORIZONTAL MOVEMENT ON THE GUIDE

The completion of the requirements for horizontal movement on the teacher salary guide shall take place no later than September 1 of each school year. There shall be no prorata movement during the school year.

The submission of the official proof of completion of requirements must be submitted prior to December 31st of that school year. Failure to timely furnish official proof shall result in the teacher being ineligible for salary change for school year in question. The salary change will not be effective until approval by the Superintendent of Schools and the Rutherford Board of Education. After approval, the salary will be adjusted retroactively, if necessary, back to September 1.

DEGREE REQUIREMENTS:

An official diploma or transcript stating the date of graduation and a listing of successful completion of degree requirements must be received from the college/university before any salary change will be instituted. It is the responsibility of the employee to have these materials sent to the Office of the Superintendent.

TO MOVE TO A COLUMN BETWEEN DEGREES:

The employee must provide official transcripts documenting the completion of the required number of graduate credits. It is the responsibility of the employee to have these materials sent to the Office of the Superintendent.

Adopted: August 8, 1983
Revised: September 14, 1998
Renumbered: 07/12/04 (3412)