



RIDGEWOOD PUBLIC SCHOOLS

Office of Human Resources
Jaime Cangialosi-Murphy,
Director of Human Resources
Education Center
49 Cottage Place
Ridgewood, NJ 07450
201-670-2700 x10504
jmurphy@ridgewood.k12.nj.us

Salary Classification Change Request

Ridgewood Education Association ("REA") teachers are placed in salary classifications (salary guide columns) upon initial employment based on the criteria set forth in Section 2, Article 1 of the REA/Board Agreement ("Agreement"). They remain in the same classifications each year unless and until requests for classification changes are approved in accordance with the Agreement. Please note that the Office of Human Resources does not routinely recalculate credits towards higher classifications. It is a teacher's responsibility to notify the Office of Human Resources of anticipated eligibility to move on the salary guide.

In order for the Board to provide to an employee additional compensation upon the acquisition of additional academic credits or the completion of a degree program at an institution of higher education:

1. The course(s) or degree program must be graduate-level;
2. The course(s) or degree must be related to the employee's current or future job responsibilities; and
3. The institution must be a duly authorized institution of higher education (N.J.S.A. 18A:3-15.3)

REA teachers anticipating moves to higher salary classifications as a result of graduate courses and/or other work, must submit two notices to the district:

1. A completed "Notice of Possible Salary Classification Change" form must be received by the Office of Human Resources **no later than January 15th of the school year preceding the school year** when the anticipated classification change will take effect; and
2. A completed "Salary Classification Change Request" form must be received by the Office of Human Resources no later than September 30th for a September 1st change and no later than March 1st for a February 1st change.

Copies of all official graduate transcripts and/or other documentation must be submitted to support each request for classification change, even if the transcripts have already been submitted in support of prior change requests. All courses and/or other work must be completed before the effective date of the requested change.

Teacher Name: _____

School/Location: _____

Current Salary Classification: _____

New Salary Classification: _____

Anticipated Effective Date of Classification Change: September 1st // February 1st of _____

Teacher Signature

Date