

PROCESS FOR HORIZONTAL MOVEMENT BEFORE MASTER'S DEGREE

- Complete Application for Horizontal Movement Form
- Attach documentation – transcripts, workshop approval forms and proof of attendance
- Present completed paperwork to Personnel Office
- Personnel office verifies paperwork
- Paperwork presented to Superintendent or Superintendent's designee for approval and signature
- Paperwork returned to secretary for processing
- Copy of Horizontal Movement form with new salary placement is copied and given to payroll
- Salary movement will appear on the next month's check as listed on bottom of Horizontal Movement on the Salary Schedule form
- Copy of Horizontal Movement form is returned to employee for their personal files
- Completed paperwork is placed in employees personnel file

PROCESS FOR HORIZONTAL MOVEMENT AFTER MASTER'S DEGREE

- Pre-Approval for Credit Beyond Master's Degree form is completed and returned to Curriculum Office for approval **BEFORE** class/workshop is taken
- Signed form is returned to employee
- Complete Application for Horizontal Movement Form when enough credits are received for horizontal salary move
- Attach documentation – Signed Pre-Approval for Credit Beyond Master's Degree form, official transcripts, workshop approval forms and proof of attendance
- Present completed paperwork to Personnel Office
- Personnel office verifies paperwork
- Paperwork presented to Superintendent or Superintendent's designee for approval signature
- Paperwork returned to secretary for processing
- Copy of Horizontal Movement form with new salary placement is copied and given to payroll
- Salary movement will appear on the next month's check as listed on bottom of Horizontal Movement on the Salary Schedule form
- Copy of Horizontal Movement form is returned to employee for their personal files
- Completed paperwork is placed in employees personnel file