



Somerset Public Schools
Somerset-Berkley Regional School District
580 Whetstone Hill Road, Somerset, MA 02726
Telephone 508.324.3100 Fax 508.324.3104



Anticipated Salary Change

Under Appendix A, Section F of the teachers' collective bargaining agreement, teachers must notify the Superintendent in writing by no later than **December 15** of the preceding school year of his/her anticipated eligibility for a lane movement. Please complete this form if you anticipate a lane change in the 2017-2018 school year.

Name _____

School _____

Current Schedule/Step (2016-2017)

Schedule _____

Step _____

Anticipated Schedule/Step (2017-2018)

Schedule _____

Step _____

Teacher Signature

Date

Please return this form no later than December 15, 2016. Requests for salary advancements without this form or other written notice will not be honored. **You must submit a new form each year that you anticipate a salary change, regardless if you have submitted a form in prior school years; this form is only valid for the 2017 -2018 school year.**

Upon completion of necessary graduate courses, teacher must complete the **Salary Adjustment form**. This form should be forwarded with original transcripts to the Superintendent. Forms must be complete and submitted by the employee. Central Office is not responsible for reminding the employee to complete the form.

Upon receipt of all required documents, the teacher will then receive a letter from the Superintendent notifying them that their salary will be advanced on the next available payday.