



Somerset Public Schools
Somerset Berkley Regional School District
All Students Achieving Excellence

Paraprofessional Anticipated Salary Change

Under Article IX, Section B of the paraprofessionals' collective bargaining agreement, paraprofessionals 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 2021-2022 school year.

Name: _____

School: _____

Current Schedule/Step (2020-2021)

Anticipated Schedule/Step (2021-2022)

Schedule: _____

Schedule: _____

Step: _____

Step: _____

Tier: _____

Tier: _____

 Paraprofessional Signature

 Date

Please return this form no later than **December 15, 2020**. 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 2021 -2022 school year.**

Upon completion of necessary graduate courses, paraprofessional must complete the **Paraprofessional 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 paraprofessional will then receive a letter from the Superintendent notifying them that their salary will be advanced on the next available pay date.