



The Salem Public Schools
Office of Human Capital
City of Salem

Tel. (978) 740-1115 Fax (978) 740-1279

29 Highland Avenue, Salem, MA 01970 humanresources@salemk12.org

Instructions for Requests for Movement on the Teacher's Salary Scale

(Revised 10/11/16)

Please provide the following when requesting movement on the Teacher's Salary Scale:

1. A written request to Human Capital that specifies:
 - Where you are currently on the Salem Teacher's Union Salary Scale
 - The column movement that you are requesting
 - The institution(s) from which the additional credits were received
 - Your contact information
2. **Official Transcript(s)** to support the additional professional credits that will be used toward the salary increase.

Example: I am requesting to move from Bachelor's to Bachelor's + 15 on the Salem Teacher's Union Salary Scale. Please see my official transcript from Salem State University that supports the 15 additional credits.

Send all required documents to:

Debbie Phelan
Assistant Director – Office of Human Capital
Salem Public Schools
Collins Middle School – Room 131
29 Highland Avenue
Salem, MA 01970

Changes in Salary through the attainment of additional professional credits shall be made in September and February of each year. Please have all requests and supporting documentation to the Office of Human Capital by August 15, for the September increase, and January 15, for the February increase, to allow time for processing.