

**Instructions for Movement on the Teacher's Salary Scale**  
(Revised 09/01/19)

Please provide the following when requesting movement on the teacher's salary scale:

- 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
- **Official Transcript(s)** to support the additional professional credits that will be used towards 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:**

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.