In accordance with Ritenour Board of Education Policy GCBA – TEACHER SALARY SCHEDULES, teaching staff may apply for a salary lane change at the beginning of the school term or at the beginning of the second semester.

Persons changing channels at the beginning of the school year would also move up a step from their previous year’s step placement. Those changing channels at second semester would not move up a step unless they are moving from the top of the bachelor’s to the master’s channel because they would already have moved up a step at the beginning of the school year.

In no case may a teacher move more than one step on the schedule in one year. For example, a teacher moves from Masters step 5 to step 6 in August. They complete +30 hours in December and move to Masters +30 step 6 in January.

Acceptable graduate credits earned AFTER Masters degree requirements are met may be applied toward the Masters +30 hours salary channel (beginning the next term after the degree was awarded). Only credits and degrees earned from colleges approved by recognized accrediting agencies are applicable.

Salary lane changes for the beginning of the school year will be effective the first day of the teacher’s contract year providing appropriate documentation is received in Human Resources no later than the last working day in October.

Salary lane changes for second semester will be effective at the 13th paycheck near the beginning of the second semester providing appropriate documentation is received in Human Resources no later than the last working day in February.

A Teacher Application For Salary Lane Change must be completed and submitted to Human Resources along with supporting documentation. After your application has been reviewed, contract amendments will be submitted to the Board for approval. Amended salaries become effective from the beginning of the applicable semester and retroactively if transcripts are received after the beginning of the semester but prior to the deadline. If proper verification is not received within deadline, the application will be returned unapproved.

Salary Lane Change Steps:

- Collect your official transcripts. To ensure that all transcripts have been received, it is recommended that you have them mailed directly to you in official, sealed envelopes. Official transcripts must bear the seal of the institution or signature of the registrar. If you are receiving a degree, the official transcript MUST indicate the date the degree was awarded/confirmed.
- Complete a Teacher Application For Lane Change.
- Attach transcripts to the completed application and submit to Human Resources.
- Upon board approval, your contract will be amended and the new lane salary will begin the following month (if applicable, retroactively to the beginning of the school year or second semester).

If you have questions, please contact Human Resources.