



SALARY CHANGE REQUESTS BASED ON EDUCATION LEVEL FOR CERTIFIED ADMINISTRATORS (CER-P009)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the steps for requesting a change in salary lane for certified administrators based on a higher degree or education level as detailed in policy [HUM-A077](#).

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Certified Administrators
- 2.2 Human Resources Certified Employee Representative

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Human Resources Officer

4.0 DEFINITIONS:

- 4.1 CMCSS- Clarksville-Montgomery County School System

5.0 PROCEDURE:

- 5.1 Certified Administrator completes form [CER-F025a](#) to request salary change and provides required documentation as detailed on the form.
- 5.2 Submit request form and documentation to Human Resources Certified Employee Representative.
- 5.3 Certified Employee Representative processes the request following guidelines in policy [HUM-A077](#) after all required documentation is received.
- 5.4 An email notification is sent to the educator confirming receipt and the processing of the request.
- 5.5 Request and documentation placed in Personnel File.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Salary Change Request Based on Education Level ([CER-F025a](#))
- 6.2 Salary Change Requests Based on Education Level for Certified Administrators Policy ([HUM-A077](#))



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7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Salary Change Request CER-F025a	Personnel File	Indefinite	Permanent	Locked Office

8.0 REVISION HISTORY:

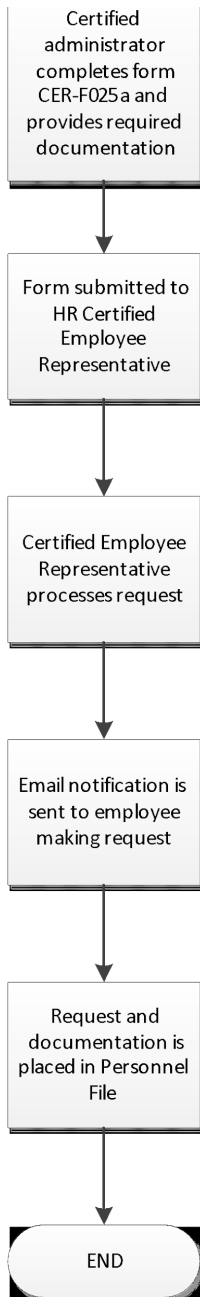
<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
1/6/16	IR	Initial Release
1/11/17		Reviewed, no changes.

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found below.

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*****End of Procedure*****