Horizontal Salary Movement Requests for DAEA Staff

In addition to tuition reimbursement, you are eligible for horizontal salary movement as you complete graduate level coursework. Completed courses submitted for tuition reimbursement are recorded and HR will submit requests for horizontal salary movement along with tuition reimbursement for approval by the Board of Directors.

You are eligible to move (1) step, or column, per year and you may not “jump” a step.

|       | B+24 | Masters | M+15 | M+30 | M+45 | M+60 | Doctorate |

For movement to “Masters” or “Doctorate” please send a copy of your diploma or final transcripts with degree conferred to Human Resources. This is required for movement to “Masters” or “Doctorate”.

If you are not requesting tuition reimbursement but would like your completed courses recorded for horizontal salary movement, please send a copy of your official transcripts to the Human Resources department with note indicating that you would like the courses recorded for horizontal salary movement only.

Requests for horizontal salary movement will be reviewed and approved by the Board of Directors annually. The deadline to submit completed course information for horizontal salary movement is September 30th of the current school year. Requests received on October 1st or later will be approved for the following school year.