

Employee Salary Inquiry

Instructions

Please complete this Salary Inquiry Form in lieu of contacting the Division of Labor Relations & Employment Services (LRES) by telephone. Due to the large volume of calls, please allow up to 5 business days for a response.

Completed inquiries can be emailed to: LRES@eastorange.k12.nj.us

Or mailed to: 199-4th Avenue, East Orange, NJ 07017
ATTN: Labor Relations & Employment Services

Please provide the following (*required)

First Name*	<input type="text"/>
Last Name*	<input type="text"/>
Phone*	<input type="text"/>
Email*	<input type="text"/>
Work Location Number	<input type="text"/>
Location Name*	<input type="text"/>

Concern about Salary

1. Employee Number

2. Type of Salary Inquiry:

- Step Placement* (*see note below*)
- Credential Payment for advanced degrees
- Credit for Teaching Experience
- Tuition Reimbursement Payment

3. Please write an explanation of what you believe is inaccurate about your pay rate or other salary concern:

4. Inquiry Action:

- New Inquiry (not previously discussed with Labor Relations & Employment Services) **(Skip to Q. 6)**
- Follow-up Inquiry
- Additional Information (previous case filed)

5. Date and Name of LRES staff member spoken to about this case:

6. Contact Method Preferred:

- Email
- Written

***Note:**

Per Article XXIV – EAST ORANGE SALARY GUIDE, Item A. of the agreement between the East Orange Education Association and the East Orange Board of Education, covering the period of September 1, 2011 to August 31, 2014, “For the year 2013-2014, teachers will remain on the same step as 2012-2013”.

(For LRES Use Only)

Processed by:

Date: