



LOUDOUN COUNTY PUBLIC SCHOOLS
DEPARTMENT OF HUMAN RESOURCES AND TALENT DEVELOPMENT

SALARY SUPPLEMENT APPLICATION FORM

SALARY ADJUSTMENTS TYPICALLY TAKE UP TO TWO OR MORE PAYCHECKS FOR COMPLETION

ALL LICENSED EMPLOYEES REQUESTING ADVANCMENT TO A HIGHER SALARY LANE MUST COMPLETE THIS FORM.

NAME: PERSONAL IDENTIFICATION NUMBER:

LOCATION (SCHOOL/DEPARTMENT WHERE EMPLOYED):

SPECIFIC GRADE/LEVEL/PROGRAM ASSIGNMENT:

Important Notice: A degree or course work towards a degree must be completed for academic credit at a regionally accredited university. A Salary Lane Change becomes effective the first business day of the month following the receipt of all required and fully completed documentation in the Department of Human Resources & Talent Development (HRTD)*(See Note Below). This documentation must include the signed Salary Supplement Application Form, as well as all official transcripts (electronic or e-scrips are not acceptable), if not already on file. If the documentation is incomplete, it will be returned to your attention and may delay the effective date of the request.

SALARY LANE REQUESTED

OFFICIAL TRANSCRIPTS ARE REQUIRED FOR ANY LANE CHANGE

- Bachelor's Degree PLUS 15 graduate-level hours (Please list ONLY the 15 semester hours.)
Bachelor's Degree PLUS 30 graduate-level hours (Please list ALL 30 semester hours.)
Master's Degree (Official transcripts must be provided with "degree awarded or conferred" date. Please send request to HRTD to add Master's Degree to your license, and submit the \$25.00 processing fee.)
Master's PLUS 30 Graduate Level Hours (Please list ONLY the 30 graduate semester hours completed in addition to your Master's Degree, either before or after the Master's Degree was earned. Do NOT include courses used to obtain your Master's or Bachelor's Degree.)
Doctorate Degree (Official transcripts must be provided with "degree awarded or conferred" date.)

OFFICIAL TRANSCRIPTS: ATTACHED are official transcripts from to verify coursework. Official transcripts from ARE ON FILE in the Department of Human Resources & Talent Development. (DO NOT have transcripts sent directly to the Department of Human Resources & Talent Development.)

ON THE SPACES BELOW, LIST ALL COURSES COMPLETED (ABOVE THE BACHELOR'S DEGREE) THAT APPLY TO THE SPECIFIC SALARY LANE AS DESIGNATED ABOVE. IF YOU HAVE COMPLETED A MASTER'S OR DOCTORATE DEGREE IT WILL NOT BE NECESSARY FOR YOU TO LIST EACH COURSE.

Table with 5 columns: COURSE #, COURSE NAME, COLLEGE/ UNIVERSITY, SEM/QTR HRS., COMPLETED DATE. Multiple rows for listing courses.

APPLICANT'S SIGNATURE & DATE

*Salary Lane Changes presented after the end of May of the current School Year will be effective the beginning of the new School Year.