

Application for Salary Advancement

The Negotiated 2021-2022 Agreement between South Lane School District 45J3 and Lane Unified Bargaining Council/SLEA-OEA-NEA Article 4, E2.

A teacher who completes work for an advanced degree or sufficient hours to move laterally on the salary plan shall submit a Salary Advancement Form to the Personnel Office. Salary advancement will happen twice a year (September and January). Completed forms received before September 10th will be processed for the September paycheck. Completed forms received before January 10th will be processed for the January paycheck. All transcripts must also be submitted prior to these dates.

This form is to be completed by the teacher upon successful completion of degree or credits and forwarded to the Human Resources Department Office at the District Office.

Please send formal documentation, such as official transcripts or formal grade sheets of credits for the additional work to the HR department at 455 Adams Ave. Cottage Grove, OR 97424 or electronically to hr@slane.k12.or.us. Your document should also include whether the credit hours are quarter or semester hours.

Teacher Name _____ Assigned Building _____

Completed Advanced Degree University Name _____

___ Bachelors ___ Masters ___ PHD

Completed Credits

___ BA +30 ___ BA +60 ___ BA +90 ___ MA +30

Course Title	Credit Hours	University Name
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Teachers Signature _____

Approved _____ Date _____

Signature of Human Resource Director