

Application for Salary Advancement

The Negotiated 2025-2028 Agreement between South Lane School District 45J3 and Lane Unified Bargaining Council/SLEA-OEA-NEA Article 4, E1.

An employee who completes course work which qualifies them for a change from one column to another during the year shall submit a completed salary advancement request form and official transcripts as evidence of satisfactory completion of coursework which shall be submitted by the first day of the month by 5PM. Upon verification of the evidence, the employee's salary shall be adjusted accordingly effective on the first payday of the month following approval of evidence by the district.

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

12/29/2025 8:54AM