



## Salary Lane Change Request Form

Applicable to salary tables under the  
HCEA Master Agreement, Article 20 and HCAA Master Agreement, Article 15

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Location: \_\_\_\_\_

Employee ID# E\_\_\_\_\_

Position: \_\_\_\_\_

As a result of meeting required qualifications for a salary lane change, I am submitting/have submitted the required supporting documentation and am requesting placement on the identified salary lane below:

- Bachelor's + 30 Credits**  
A minimum of 15 credits must be graduate. The remaining 15 credits can be Continuing Professional Development (CPD) or undergraduate credits or additional graduate level credits.
- Master's**  
An official transcript with degree conferred or a letter from the college stating the completion of all degree requirements and a conferral date must accompany this request. If you submit a letter verifying the completion of a degree, you must follow up with an official transcript once the degree has been conferred.
- Master's + 30 Credits**  
All + 30 credits must be graduate credits that were not required for the Master's degree completion. Please note, CPD credits count as undergraduate credits and cannot be counted toward the Master's + 30 change.
- Doctorate**  
An official transcript with degree conferred must accompany this request.

### REQUIRED DOCUMENTATION

**Salary lane change requests cannot be processed without meeting one of the following requirements:**

- My original official transcript(s) or original official grade slip(s) is/are attached
- My original official transcript(s) or original official grade slip(s) was/were previously submitted to the Office of Human Resources
- My original official transcript(s) or original official grade slip(s) is/are being sent electronically from the college directly to my assigned specialist's email address
- My original official transcript(s) or original official grade slip(s) was/were submitted with my tuition reimbursement request

**Salary lane change requests forms and supporting documentation should be sent to:**

- Lasheda Young (lasheda\_young@hcpss.org) - Last Names A-G
- Danielle Clinton-Williams (danielle\_clinton@hcpss.org) - Last Names H-P
- Lindy Sims (lindy\_sims@hcpss.org) - Last Names Q-Z

**\*The office can only accept electronic transcripts that are sent directly from the college to the specialist's email address as an official transcript.**

**NOTE: Salary changes are effective the first day of the next pay period after the request has been approved. You will receive an email from your assigned specialist confirming the change. Requests made during the summer will be effective the first day of the next school year.**