

**ST. LUCIE PUBLIC SCHOOLS
REQUEST FOR SUPPLEMENT FOR SALARY PURPOSES
NON-INSTRUCTIONAL EMPLOYEES**

All personnel who desire credit on the salary schedule for additional training and/or an earned higher degree must have completed all training by September 1 of the current fiscal year, and proper verification of such must be submitted to the Human Resources Department by October 15 of the current fiscal year in order to receive credit for the entire year.

Personnel must have completed all training by February 1 of the current fiscal year and verification of such must be submitted to the Human Resources Department by March 15 of the current fiscal year in order to receive one-half of the annual supplement for such.

TO: Human Resources Administrator
FROM: _____
LAST 4 OF SSN: _____
SCHOOL/DEPT: _____
DATE: _____

EMPLOYEE CLASSIFICATION: ___ CWA ___ CU ___ Specialized ___ Non-Bargaining

Indicate the area to be reviewed for additional credit on the salary schedule:

- ___ 1. Bus Technician Certification*
- ___ 2. Fifteen (15) college semester hours*
- ___ 3. 300 in-service points (equals placement 5 on the columns in the salary schedule book)*
- ___ 4. Sixty (60) college semester hours*
- ___ 5. Associate's degree
- ___ 6. Bachelor's degree
- ___ 7. Master's degree*
- ___ 8. Doctorate Degree (Occupational Therapists/Physical Therapists only)

* Must be related to the position held.

FOR OFFICE USE ONLY

() Approved () Not approved (give reason)

Signature: _____ Date: _____