

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 Employee \_\_\_ CTA/CU Employee \_\_\_ Specialized

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\*

\* Must be related to the position held.

FOR OFFICE USE ONLY

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( ) Approved ( ) Not approved (give reason)

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\_\_\_\_\_

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