



## 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 plus APC or APL *or* Bachelor's plus 30 credit hours applicable to APC or to APL**  
*Bachelor's plus APC or APL* – Must hold a valid MSDE Advanced Professional Certificate (APC) or License (APL) at the time of salary lane change request.  
*Bachelor's +30 Credit Hours Applicable to APC or APL* - Thirty (30) credits meeting qualifications for MSDE APC or APL evaluation
- Master's Degree**  
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.

\*Teachers holding a MSDE Conditional Certificate/License are *not eligible* for salary advancement until meeting all licensure requirements and transitioning to a MSDE Professional Educator License.

### 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.