



Human Resources Department
 255 South Boulevard East
 Petersburg, VA 23805
 (804)862-7054

PETERSBURG CITY PUBLIC SCHOOLS ADDITIONAL SALARY (DEGREE) REQUEST

Employee ID No. _____			I am applying for a Degree Supplement at level: <input type="checkbox"/> Master's <input type="checkbox"/> Doctorate
Last Name _____	First _____	Middle/Maiden _____	
Address _____			
City _____	State _____	Zip Code _____	
Work Location _____	School Phone _____	Home Phone _____	
Present Assignment (if teacher, give subject field) _____			

DEGREE EARNED:				
Institution	City & State	Degree	Major Field of Study	Year Granted
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

The employee must initiate the additional salary (degree) request by submitting this application. Official college transcripts supporting the earned credits must accompany the application. Application may be made to Human Resources Department at any time the employee becomes eligible for an increment; however, salary adjustments are implemented on one of two dates—February 1, for course work between September 1 and January 31, and the start of the employee’s contract, providing all course work was completed by the opening day of the school term. Salary credit shall not be made retroactive to a previous fiscal year.

Signature of Applicant _____ Date _____

For Office Use Only Do Not Write Below This Space

Human Resources Department <input type="checkbox"/> Approved <input type="checkbox"/> MA <input type="checkbox"/> Doctorate School Year _____ Sept. 1 _____ Feb. 1 _____ <input type="checkbox"/> Disapproved Authorizing Official _____ Date _____	Effective Date _____ Authorized by _____ Date _____
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