

NAME: _____

DATE: _____

SALARY LANE CHANGE

Lane Change Forms Due August 25 or January 25.

I have completed the required course work to change my salary lane from a _____ to _____.

ARTICLE VII - COMPENSATION AND FRINGE BENEFITS,

M. TUITION REIMBURSEMENT, SALARY SCHEDULE ADVANCEMENT AND WAIVERS,

- 1. e. Advancement on the salary schedule shall be awarded retroactively for all applicants submitted with the required proof within 6 months of the completed coursework. All other applications will become effective upon submission of proof.



Please list EACH course you have taken since your last lane change for verification in your file.

Semester/ Year (SU07, FA07 etc)	Course Name	College/University/ or District	Hours Credit	Course Approval on file? Y/N

_____ Attached is an official transcript.

_____ I have checked my file to be sure I have a Course Approval on file for each course (unless it is district coursework).

Signature

Date

OFFICE USE ONLY:

_____ APPROVED

_____ DENIED

No Course Approval

No Transcript

OTHER _____



_____ DENIED RETROACTIVE PAY AS PER CONTRACT ARTICLE VII. M. 1.e.
(see above)

DIRECTOR OF HUMAN RESOURCES — DATE