NAME_____ BUILDING_____ DATE_____

# SALARY LANE CHANGE-FY21

I have completed the required coursework to change my salary lane from _____ to _____.

***Article VIII*-COMPENSATION AND FRINGE BENEFITS**

N. Tuition Reimbursement, salary schedule advancement, and waivers.

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

| ***Semester & Year eg; FA20 SP21 SU21*** | ****Course Name*** | ***University, College, Or District 108*** | ***Course #*** | ***# of Credit Hours*** | ***Course Approval Form on File Yes or No*** |
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*List EACH course you have taken since your last lane change for verification in your file.

_____Attached is an official transcript.

_____I have checked my file to make certain I have a course approval form on file for each course (unless it is District coursework.)

_____ _____

Signature Date

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Office Use Only: APPROVED_____ DENIED_____

◯ No Course Approval Form ◯ No Transcript ◯ Other

_____ Denied retroactive pay as per contract Article VIII.N.1.d. (See Above)

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Director of Human Resources

Revised March 2020
00staff/forms/Lane Change/FY21