

SALARY LANE CHANGE

I have completed the required course work 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 and Year FA15 SP16 SU16	*Course Name	University College Or District	Course #	# Credit Hours	Course Approval Form On File Yes/No

*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 course approval form on file for each course (unless it is District coursework)

Signature _____
Date

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)

Director of Human Resources

