

Application for Salary Lane Changes

This application form must be completed and submitted with proof of eligibility for a salary lane change. Examples of proof of eligibility are an In-Service Record, a CACTUS printout, and/or an official transcript showing the number of credits required for the lane change. In addition, a signature approving the credits is required for CTE and APP employees.

If applications are submitted prior to the 15th of the month, the salary lane change will be reflected on the paycheck issued the following month. Applications received after April 15th will be reflected on the next school year paycheck. Transcripts or other offers of proof, without an application, will not be accepted. (See, District Policy DP309 NEG)

A copy of this application will be returned to you verifying that your application was received in the Department of Human Resources.

For Applicants:

Name: _____ Social Security #: _____

School Location: _____ Position: _____ Track: _____

I am working 50% FTE or more and am employed in the following program:
(Employees working less than 50% FTE are not eligible to apply for salary lane changes)

LIC - Licensed

CTE - Career Technology Endorsement

ARL - Alternative Route to Licensure

APP - Alternate Preparation Program

I am submitting the required documents to move to the following lane:

- LANE B - Journeyman/Bachelor's +20 semester credits (30 quarter)
- LANE C - Journeyman/Bachelor's +30 semester credits (45 quarter)
- LANE D - Journeyman/Bachelor's +40 semester credits (60 quarter)
- LANE D+ - Journeyman/Bachelor's +60 semester credits (90 quarter)
- LANE E - Master's Degree
- LANE G - Master's + 30 semester credits (45 quarter)
- LANE G+ - Doctorate

LANE __ -- CTE + __ sem. Credits | CTE Approved Signature: _____

Conversion Formula
Quarter hr. x 2/3 = Semester hr.

Examples:

- 0.5 Qtr. Hr. = .33 Sem. Hr.
- 1.0 Qtr. Hr. = .67 Sem. Hr.
- 1.5 Qtr. Hr. = 1.00 Sem. Hr.
- 2.0 Qtr. Hr. = 1.33 Sem. Hr.
- 2.5 Qtr. Hr. = 1.67 Sem. Hr.
- 3.0 Qtr. Hr. = 2.00 Sem. Hr.

 Employee's Signature

 Date

For Human Resources:

Semester Hours documented: _____ Effective Date of Change: _____ Charge Acct.: _____

Changed from Salary Schedule _____ To Salary Schedule _____

Changed from Salary Amount _____ To Salary Amount _____

Distribution: Human Resources Payroll Employee