

APPLICATION FOR SALARY LANE CHANGE

In accordance with DP309 NEG – Salary Guidelines, this Application for Salary Lane Change must be completed and submitted with proof of eligibility for a salary lane change. Examples of proof of eligibility include an In-Service Record, a CACTUS On-track printout from USOE or UEN, and/or an official transcript showing the number of credits required for the lane change. Transcripts or other proof of eligibility, without an application, will not be accepted. In addition, a signature approving the credits is required for CTE and APP employees.

A copy of this application will be emailed to your jordandistrict.org email confirming it was received and processed by the Human Resource Department.

<u>If application and proof of eligibility is received...</u>	<u>Effective Date</u>	<u>Salary lane change will be reflected on paycheck in...</u>
July 16 – August 15	September 1 st	September
August 16 – September 15	October 1 st	October
September 16 – October 15	November 1 st	November
October 16 – November 15	December 1 st	December
November 16 – December 15	January 1 st	January
December 16 – January 15	February 1 st	February
January 16 – February 15	March 1 st	March
February 16 – March 15	April 1 st	April
March 16 – April 15	May 1 st	May
April 16 – June 30	Beginning of Next Year Contract	First Check of Next Year Contract

COMPLETED BY APPLICANT

Name _____	Last 4 of SS# _____	Cactus ID #: _____
School/Dept _____	Position _____	Track _____

I am working 50% FTE or more and am employed in the following program: <i>(Employees working less than 50% FTE are not eligible to apply for salary lane changes)</i>		
<input type="checkbox"/> LIC – Licensed	<input type="checkbox"/> CTE – Career Technology Endorsement _____ <i>CTE Approved Signature Required</i>	
<input type="checkbox"/> ARL – Alternative Route to Licensure	<input type="checkbox"/> APP – Alternate Preparation Program _____ <i>Special Ed Approved Signature Required</i>	

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

	Lane	Conversion Formula
<input type="checkbox"/>	Lane B Bachelor's + 20 semester credits (30 quarter)	Quarter Hour x 2/3 = Semester Hour
<input type="checkbox"/>	Lane C Bachelor's + 30 semester credits (45 quarter)	0.5 Qtr. Hr. = 0.33 Sem. Hr.
<input type="checkbox"/>	Lane D Bachelor's + 40 semester credits (60 quarter)	1.0 Qtr. Hr. = 0.67 Sem. Hr.
<input type="checkbox"/>	Lane D+ Bachelor's + 60 semester credits (90 quarter)	1.5 Qtr. Hr. = 1.00 Sem. Hr.
<input type="checkbox"/>	Lane E Master's Degree	2.0 Qtr. Hr. = 1.33 Sem. Hr.
<input type="checkbox"/>	Lane G Master's + 30 semester credits (45 quarter)	2.5 Qtr. Hr. = 1.67 Sem. Hr.
<input type="checkbox"/>	Lane G+ Doctorate	3.0 Qtr. Hr. = 2.00 Sem. Hr.
<input type="checkbox"/>	Lane ____ CTE + semester credits	

I have provided the following as proof of eligibility for a salary lane change: *(check all that apply)*

- In-Service Record
 CACTUS On-track printout
 Official Transcripts

Employee Signature

Date

COMPLETED BY HR DEPARTMENT – Salary information is viewable through Skyward Employee Access.

Effective Date of Change _____	Processed by _____	<input type="checkbox"/> Skyward complete
Current Placement _____	Verified by _____	<input type="checkbox"/> Emailed to employee
Approved Placement _____	Approved by Administrator _____	