

# Teacher Application for Salary Lane Change



## TEACHER INFORMATION (PLEASE PRINT)

Name \_\_\_\_\_ Employee ID # \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Present Assignment \_\_\_\_\_ School/Dept. \_\_\_\_\_

Initial Teaching Certificate: Type \_\_\_\_\_ Year Received \_\_\_\_\_ State \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

**APPLYING:**  B + 20\*  B + 40\*  Masters (Degree)  Masters (Equivalency)  M + 20\*  M + 40\*  PhD

## LANE CHANGE APPLICATION GUIDELINES

**16.2** A teacher desiring to qualify for a lane change must submit to the Human Resources Department a list of job related credits justifying the lane change on forms provided by the Human Resources Department. Documentation of the additional credits shall include (a) university transcripts documenting higher education credits, and/or (b) a Utah State Office of Education printout of professional development credits, and/or (c) documentation of previously approved district credits.

### 16.3 Criteria for Acceptable Credit.

**16.3.1 Initial Teaching License.** Credits earned after receiving the initial teaching license may be applied toward lane change credit.

**16.3.2 Pre-Employment Credit.** University or USOE credits earned prior to employment shall be approved by the Human Resources Department and shall only be considered at the time of hire.

**16.3.3 Professional Development Credit.** Credit hours for courses, workshops, and independent study offered by the District or schools shall be determined under the Utah State Office of Education Lane Change/Recertification Credit Rule.

**6.3.4 Graduate Degrees.** Completion of an advanced degree from an accredited institution shall place the person on the appropriate lane provided that the credits have not been previously used to earn a lane change. Only credit earned after completion of the graduate degree will be considered for an additional lane change.

**16.3.4.1 Exceptions.** Credits earned as part of an additional teaching endorsement prior to the completion of a graduate degree may be used toward a lane change after completion of the graduate degree.

**Effective Date.** An adjustment in salary lane placement shall be effective on the first day of the teacher's contract provided that the lane change request was properly received and approved by Human Resources between May 15<sup>th</sup> and September 15<sup>th</sup> of that year.

Lane change requests received by Human Resources between September 16<sup>th</sup> and May 5<sup>th</sup> will become effective the 1<sup>st</sup> of the month following receipt of the lane change request provided that the request was received by the 5<sup>th</sup> of the month and the necessary credits have been properly documented.

### RETURNED UNAPPROVED

Date Returned \_\_\_\_\_ Reason \_\_\_\_\_

### APPROVED

Human Resources Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

