KEISA GARRETT
Chief of Schools
JENNIFER BRUMBACK
Chief Academic Officer
DELFAYE JASON
Chief School Business Official
VALENCIA HAWKINS
Chief Human Resources Officer
SYDNEY STIGGE-KAUFMAN
Executive Director of Communications & Strategic Partnerships

BOARD OF EDUCATION
School District 189
1005 State Street ~ East St. Louis, Illinois 62201
Phone: (618) 646-3000
www.estl189.com
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Superintendent of Schools

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Members

APPLICATION FOR SALARY LANE ADJUSTMENT

The deadline for submitting applications for salary lane changes is June 30, 2024.

This form is used to place an Employee on the appropriate salary lane based on their educational credentials and Illinois Licensure. Lane adjustments are governed by the Agreement between the Board of Education and the East St. Louis Federation of Teachers, Local 1220. An employee must complete a lane application and submit official transcripts to obtain a lane adjustment.

Submission Date: _____ **Date of Hire:** _____

Name: _____
Last *First* *Initial* *Former Name*

Employee ID: _____ **Current Job Title:** _____

Assignment Location / Grade Level: _____

Home Address: _____

_____ _____
City *State* *Zip Code* *Current Contact Number* ___*Cell* ___*Home*

☐ **Check box if you have listed a new address**

Degree(s): Bachelors Awarded by: _____ **Date Conferred:** _____

Masters Awarded by: _____ **Date Conferred:** _____

Current Lane Placement: _____

Requested Lane Placement: ____ **Bachelors+16** ____ **Masters** ____ **Masters+16**

____ **Masters+30** ____ **Doctorate** ____ **National**

Instructions: On the reverse side of the form, list only those courses that were not required for your Bachelors degree of your original teacher certification. Do not list courses you have previously counted towards a lane change. A completed lane change request must include proper documentation for all courses listed. Approved requests and documentation will be retained in your official personnel file.

HUMAN RESOURCES DEPARTMENT
Phone: (618)646-3000 Fax: (618)583-8254
HR@estl189.com

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Course No.	Course Title	Institution	Date Completed	Credit Hrs. /Semester	Credit Hrs. /Quarter

**One quarter hour credit is equivalent to .067 semester credit hour. Lane Changes will be approved based on semester credit hours. Quarter credit hours will be converted to reflect semester credit hours (example: 9 quarter hours is equivalent to 6 semester hours).*

Total Number of Credits Submitted: **Semester Hours:** _____

Quarter Hours: _____

FOR HUMAN RESOURCES USE ONLY:

Personnel File Checked By: _____

Current Lane Placement: _____ **New Lane Placement:** _____ **Effective Date:** ____/ ____/ ____

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