Application for Lane Change

Name of Teacher: _____ Date: _____

School/Position: _____

Present salary status (i.e., BA, BA+15, BA+30, etc.)_____

Lane sought on salary schedule: _____

I expect to receive this lane change: ☐ **September** ☐ **February**

_____ - _____ **School Year**

Per Article XI, Section 4. Advanced Training Policy of the Columbia Heights Federation of Teachers Local 710 Master Agreement:

The training level of a teacher as of September 1 will determine the salary for the first semester (13 teacher pay periods) and as of the end of the District's first semester will determine the salary for the second semester (13 teacher pay periods). The teacher with sufficient credits or other acceptable experiences to advance on the salary schedule shall file application with the Human Resources Director by September 1 or the end of the District's first semester and submit proof of completion**,** in the form of an official transcript or, at the discretion of the Superintendent, an official letter from the registrar's office, to the Director of Human Resources prior to October 1 or February 15, whichever may be applicable. Late applications shall be considered for salary adjustment at the next semester interval. Effective July 1, 2024, the training level of a teacher as of September 1 will determine the salary for the first semester (12 teacher pay periods) and as of the end of the District's first semester will determine the salary for the second semester (12 teacher pay periods). The teacher with sufficient credits or other acceptable experiences to advance on the salary schedule shall file application with the Human Resources Director by September 1 or the end of the District's first semester and submit proof of completion, in the form of an official transcript or, at the discretion of the Superintendent, an official letter from the registrar's office, to the Director of Human Resources prior to October 1 or February 15, whichever may be applicable. Late applications shall be considered for salary adjustment at the next semester.

Approved:_____ Date: _____

Signature of Superintendent

Last Revised August 2024