

NAME \_\_\_\_\_ BUILDING \_\_\_\_\_ DATE \_\_\_\_\_

## **SALARY LANE CHANGE-FY24**

I have completed the required coursework to change my salary lane from \_\_\_\_\_ to \_\_\_\_\_.

### **Article VIII-COMPENSATION AND FRINGE BENEFITS**

N. Tuition Reimbursement, salary schedule advancement, and waivers.

1.d. Advancement on the salary schedule shall be awarded retroactively for all applications submitted with the required proof within 6 months of the completed coursework. All other applications shall become effective upon submission of proof.

<b><i>Semester &amp; Year e.g.: FALL 2022 SPRING 2023 SUMMER2023</i></b>	<b><i>*Course Name</i></b>	<b><i>University, College, Or District 108</i></b>	<b><i>Course #</i></b>	<b><i># of Credit Hours</i></b>	<b><i>Course Approval Form on File Yes or No</i></b>

\*List EACH course you have taken since your last lane change for verification in your file.

\_\_\_\_\_ Attached is an official transcript.

\_\_\_\_\_ I have checked my file to make certain I have a course approval form on file for each course (unless it is District coursework.)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Office Use Only:

APPROVED \_\_\_\_\_

DENIED \_\_\_\_\_

☐ No Course Approval Form

☐ No Transcript

☐ Other

\_\_\_\_\_ Denied retroactive pay as per contract Article VIII.N.1.d. (See Above)

\_\_\_\_\_  
Director of Human Resources

