

APPLICATION FOR LANE CHANGE

Name: _____ Social Security #: xxx- xx-

School Location: _____

This application form must be completed and submitted with an official transcript which shows proof of eligibility for a salary lane change. If proof of eligibility is submitted prior to the 15th of the month, the salary lane change shall be reflected on the paycheck issued the following month. Applications received after April 15th will be reflected on the next school years contract. (An official transcript without an application will not be accepted.) (District Policy GCIG)

A copy of this application will be returned to you verifying that your application was received in the Department of Human Resources.

Please complete the appropriate boxes:

I have submitted the required documents to move to:

- Lane B Bachelor's + 20 semester credits (30 quarter)
- Lane C Bachelor's + 30 semester credits (45 quarter)
- Lane D Bachelor's + 40 semester credits (60 quarter)
- Lane D+ Bachelor's + 60 semester credits (90 quarter)
- Lane E Master's Degree
- Lane G Master's + 30 semester credits (45 quarter)
- Lane G+ Doctorate

Conversion Formula

Quarter hr. x 2/3 = Semester hr.

EXAMPLES:

0.50 Qtr. Hr. = .33 Sem. Hr.
1.00 Qtr. Hr. = .67 Sem. Hr.
1.50 Qtr. Hr. = 1.00 Sem. Hr.
2.00 Qtr. Hr. = 1.33 Sem. Hr.
2.50 Qtr. Hr. = 1.67 Sem. Hr.
3.00 Qtr. Hr. = 2.00 Sem. Hr.

Employee's Signature

Date

For Office Use Only

Number of Semester Hours on file: _____ Salary Adjustment Effective: _____

Changed from Salary Schedule: _____ To Salary Schedule: _____

Contract amount changed from: _____ To: _____

Position code: _____ Charge Account: _____