

UINTAH SCHOOL DISTRICT POLICY ACTION REVIEW

1st Reading	02/08/23	New	
2nd Reading	03/08/23	Revised	X
Approved	03/08/23	Substitute	

005.0525 QUALIFICATIONS FOR SALARY LANE CHANGE

REVISES POLICY 005.0525 QUALIFICATIONS FOR SALARY LANE CHANGE (LAST APPROVED 01/09/2019)

1.0 GENERAL POLICY STATEMENT

1.1 Staff who meet the qualifications and provisions outlined in this policy may be eligible for a salary lane change. This policy shall encourage, guide, and outline the awarding of salary lane changes.

2.0 AWARDING OF CREDIT

2.1 Salary schedules and lanes are stated and awarded according to semester credits.

2.2 Full credit will be available for any credit hours or relicensure hours earned within ten years of application for lane change.

2.3 Credits and relicensure hours earned more than ten years prior to application will be eligible for half the awarded credit on relicensure hours toward lane change or stipend.

2.4 To be credited toward lane change, coursework and relicensure hours earned must be related to the employee's position or assignment.

3.0 DEADLINES

3.1 Teachers are required to indicate on their letter of intent if they plan to submit an application for a salary lane change for the following year.

3.2 All lane change applications and documentation must be submitted to the Human Resources Director on or before the first Monday in June to qualify for the lane change for the next fiscal year. If proper documentation is submitted at the time of the application, salary adjustments will be made and reflected in the next year's salary.

3.2.1 Applicants will be notified within 45 calendar days of the application deadline if they will be awarded the lane change or if their application is pending including the reason it is pending.

3.2.2 In the event the proper documentation cannot be provided at the time of the application, it may be submitted any time during the school year. Salary change shall be effective in the pay period following the month the proper documentation is provided to the Human Resource Department.

4.0 COLLEGE/UNIVERSITY OR USBE CREDIT

- 4.1 College credit must be granted from an accredited institution of higher education and the accreditation must be recognized and accepted by the Utah State Board of Education (USBE).
- 4.2 Credits must be earned after award of the first bachelor's degree for each additional level BS+20 Semester Credit, and BS+30 Semester Credit. Credits must be earned after award of Master's degree for MS+30 Semester Credit level.
- 4.3 For applicants with a bachelor's or master's degree, credits may be given for undergraduate classes taken after the award of their most recent awarded degree, if coursework is beneficial to the teacher's assignment.
- 4.4 Reasons for not accepting credits or relicensure hours will be communicated to the applicant. Appeals may be made through a district lane change committee.
- 4.5 On steps and lanes salary schedule, one semester credit counts as 1.5 points toward a lane change.
- 4.6 Coursework will not be credited for lane change if the final grade received for the course is not a C or better. If a Pass/Fail grade is issued, credit will not be granted for a failing grade.

5.0 RELICENSURE HOURS

- 5.1 USBE qualifying relicensure hours will be awarded if the hours were earned through a USBE sponsored event or training, a higher education institution sponsored event or training, including accredited college and university sponsored training, workshop, or sponsored event.
- 5.2 USD Relicensure hours will be awarded for hours that were earned through district sponsored or district approved event, conference, or training.
 - 5.2.1 Thirty USD relicensure hours per contract year may be counted toward lane change.
 - 5.2.2 Additional hours can be carried from year to year.
- 5.3 Earning and awarding of school level relicensure points will follow the procedures outlined by the Human Resource procedure document.
[Professional Development and Relicensure Hours](#)

6.0 DOCUMENTATION

- 6.1 Documentation of successful college or university course completion must be submitted on an official transcript of credits.
- 6.2 Documentation of successful relicensure hours must be submitted. Examples may include, but are not limited to, USBE documentation or relevant and verifiable certificates of completion.

7.0 APPEALS

7.1 In the case of an appeal, the lane change applicant must submit a written request to the Human Resource Department. A District Lane Change Committee will review the application and appeal information and will make a final determination within 45 calendar days of the submitted appeal.

7.1.1 The District Lane Change Committee will be comprised of five members.

7.1.1.1 Two administrators or district office staff appointed by the Superintendent, one of which must be the administrator of the teacher appealing

7.1.1.2 Three teachers appointed by the Superintendent, one high school teacher, one middle school teacher, and one elementary teacher.