

UINTAH SCHOOL DISTRICT POLICY ACTION REVIEW

1st Reading	<u>10/14/14</u>	New	<u> </u>
2nd Reading	<u>11/11/14</u>	Revised	<u> X </u>
Approved	<u>11/11/14</u>	Substitute	<u> </u>

005.0525 QUALIFICATIONS FOR SALARY LANE CHANGE

REPLACES AND SUPERSEDES POLICY 005.0525 ADOPTED 12/15/05

1.0 DEADLINES

1.1 All completed lane change applications must be submitted to the Superintendent on or before March 1 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. 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 district office.

2.0 TO BE COUNTED FOR LANE CHANGE CREDIT

2.1 College credit must be granted from an accredited institution of higher education and the accreditation must be recognized and accepted by the Utah State Office of Education.

2.2 Credits must be earned after award of the first bachelor's degree for Lanes BS+30 and BS+45. Credits must be earned after award of Master's degree for MS+45 Lane.

2.3 Post graduation under graduate credit will be approved if the classes are directly related to one's teaching assignment. All post graduation under graduate credit requires approval from the District Lane Change Credit Committee. Approval will be based upon a showing by the applicant that the course work is directly beneficial to the applicant's teaching assignment.

2.3.1 Graduate credits will be approved by the District Lane Change Credit Committee if course work is beneficial to the teacher's assignment.

2.4 The District Lane Change Credit Committee shall be comprised of six (6) staff members appointed by the Board of Education, three (3) of whom shall be administrators or district office staff nominated by the Superintendent and three (3) of whom shall be teachers recommended by the Superintendent from a pool of applicants or nominees. The chair shall be appointed by the Superintendent. Members shall serve staggered two (2) year terms beginning July 1st.

- 2.5 Credits which are not acceptable to the District Lane Change Credit Committee will be rejected and the reasons therefore stated and communicated to the applicant.
- 2.6 Full credit will be available for classes taken within ten years of application; classes taken more than ten years prior to application will be eligible for half credit toward a lane change.
- 2.7 For salary schedule placement quarter hours count as one hour, semester hours count as 1.5 hours.
- 2.8 Course work will not be credited for lane change purposes if the final grade received for such course is not a C or better.

3.0 IN-SERVICE HOURS

- 3.1 The District Lane Change Credit Committee may approve up to three quarter hours (two semester hours) per year of district approved in-service credit toward lane changes.
 - 3.1.1 Additional hours can be carried from year to year.
 - 10 hours or 10 points = 1 quarter hour
 - 30 laboratory classroom hours – 1 quarter hour
 - 3.1.2 To be credited towards lane change, in-service credit must be directly related to the employee's position or assignment.
- 3.2 In-service hours must be approved by the Utah State Board of Education for re-certification/licensure purposes. Courses must be verified by submitting official certificates of completion.
- 3.3 Full credit will be available for in-service classes taken within ten years of application; in-service classes taken more than ten years prior to application will be eligible for half credit toward a lane change.

4.0 COURSE DOCUMENTATION

- 4.1 Documentation of successful course completion must be submitted on an official transcript of credits, original report card, or an original letter from the instructor on school letterhead from the institution awarding the credit.

5.0 GENERAL PROVISIONS

- 5.1 An employee who leaves the Uintah School District and then is re-hired at a later date for the same job classification may be granted up to ten (10) years experience credit and will be provisional for three years.
 - 5.1.1 The Superintendent may recommend to the Board of Education exceptions to allow additional experience credit.
 - 5.1.1.1 Exceptions shall be approved by the Board in a public meeting.