

UINTAH SCHOOL DISTRICT POLICY ACTION REVIEW

1st Reading	<u>12/12/18</u>	New	<u> </u>
2nd Reading	<u>01/09/19</u>	Revised	<u> </u>
Approved	<u>01/09/19</u>	Substitute	<u> X </u>

005.0525 QUALIFICATIONS FOR SALARY LANE OR STIPEND CHANGE

REPLACES AND SUPERSEDES POLICY 005.0525 ADOPTED 11/11/14

1.0 GENERAL STATEMENT

1.1. Salary Schedules will refer to Lanes and Stipends using Semester Credit.

1.1.1. Full credit will be available for any credit hours and/or in-service classes taken within ten years of application; credit hours and/or in-service classes taken more than ten years prior to application will be eligible for half the awarded credit or in-service hours toward lane change or stipend. To be credited toward lane change or stipend, coursework and/or in-service must be related to the employee’s position or assignment.

1.1.2. Salary Schedules will reflect lane change and stipend in both semester equivalent and quarter.

2.0 DEADLINES

2.1. 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 Human Resource Department.

3.0 TO BE COUNTED FOR LANE CHANGE OR STIPEND

3.1. COLLEGE CREDIT

3.1.1. 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).

3.1.2. Credits must be earned after award of the first bachelor’s degree for Lanes or Stipends BS+20 Semester Credit, (BS+30 Quarter Credit) and BS+30 Semester

Credit (BS+45 Quarter Credit). Credits must be earned after award of Master's degree for MS+30 Semester Credit (MS+45 Quarter Credit) Lane or Stipend.

- 3.1.3. 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.
- 3.1.4. 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. Appeals may be made through Human Resource Director.
- 3.1.5. On steps and lanes salary schedule, one semester hour/credit counts as one lane change hour/credit for Semester Credit equivalent. One quarter hour/credit is equivalent to $\frac{2}{3}$ lane change hour/credit.
- 3.1.6. On salary placement on the Stipend Based salary schedule, one semester credit counts as one credit towards additional stipend. One quarter hour/credit is equivalent to $\frac{2}{3}$ lane change hour/credit.
- 3.1.7. Coursework will not be credited for lane change or stipend 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.

3.2. IN-SERVICE HOURS

- 3.2.1. The District Lane Change Credit Committee may approve up to two semester hours per year of district approved in-service credit toward stipend or lane change.
- 3.2.2. Additional hours can be carried from year to year.
- 3.2.3. Conversion from in-service re-licensure or professional development hours to quarter and semester hours:
(See Exhibit 1 below)

4.0 COURSE DOCUMENTATION

- 4.1. Documentation of successful college 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 institute awarding the credit hour.
- 4.2. Documentation of successful in-service must be submitted. Examples may include but are not limited to administrative certificates, USBE documentation, or certificates of completion.

5.0 GENERAL PROVISIONS

- 5.1. The District Lane Change Credit Committee shall be comprised of six (6) staff members approved 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.

Exhibit 1

Point Conversion Chart For College Credits	
1 Quarter Credit Hour =	2/3 Credit Hour
1 Semester Credit Hour =	1 Credit Hour
Point Conversion Chart For In-service Hours	
15 In-service Points = 15 USBE Re-licensure/Professional In-service Points	1 Semester Credit Hour
1 USBE Credits =	1 Semester Credit Hour