

The purpose of this document is to help explain the lane change process and requirements for ASAP employees. For contractual language regarding lane changes, please refer to the collective bargaining agreement located at the following link: <https://www.spps.org/Page/33566>

## Overview of Steps in Requesting a Lane Change:

Navigating the lane change process can be confusing. Here's a quick checklist of what needs to be done. Additional detail about requirements under each step are listed throughout the rest of this document.

1. Get pre-approval of the courses (by completing an electronic pre-approval form)
2. Wait for approval email. Keep a copy of your approval.
3. Complete course(s).
4. Complete the electronic lane change request form, and upload transcripts showing credits received.
5. Review your credit status 2 weeks after sending in your lane change form and transcripts.
6. Watch for your lane change to show on your paycheck 2 weeks after that.

NOTE: The electronic forms you need are available through Employee Self Service. Under the main menu, go to Employee Action Forms, and select the appropriate forms from the list.

## Pre Approval Requirements:

- ✓ Pre-approval requires actually submitting the pre-approval form for HR to review and respond. Simply asking your supervisor or calling to speak with someone in HR does *not* establish pre-approval. Follow the specific instructions on the pre-approval form.
- ✓ Complete and submit the electronic pre-approval form **at least two weeks prior to the course start date.**
- ✓ Upload a course description, attaching it to the electronic pre-approval form. You will be notified by e-mail of the status of your pre-approval request.
- ✓ Pre-approval is *not* required for courses provided internally by St. Paul Public Schools.
- ✓ Workshop or coursework must be directly related to employee's current professional assignment.
- ✓ By HR approving the pre-approval e-form, it does not guarantee approval of actual credits or clock hours.

## Deadlines for Lane Change:

- ✓ Requests received between the start of the school year and April 30<sup>th</sup> are effective with the pay period beginning after the completed lane change request and required documentation is received.
- ✓ Requests for lane change submitted to and received by the Human Resource Department after April 30 but prior to September 30 will be effective the beginning of the next contracted school year as long as all the courses, in-services and degrees were completed prior to the first day of school.

## Lane Change Request Information:

1. Employees are encouraged to review all information related to lane changes listed in Article 8, Section 2 of the collective bargaining agreement. <https://www.spps.org/Page/33566>
2. As you receive credits that qualify for a lane change, complete the lane change e-form and attach the original grade report, electronic copies of transcripts, grade reports accessed from the college, and/or PD Express transcript. Attach these documents to the electronic form.

3. Coursework **MUST** be paid for by the employee *and* taken on the employee's own time, unpaid and not during the regular duty day, in order to be counted toward a lane change.
4. Turnaround time to see the lane change appear on your pay check is approximately 2-3 pay periods from the time the e-form with required documentation is submitted to Human Resources.
5. Lane changes are effective at the beginning of the next pay period from the date the e-form with required documentation are received in Human Resources. They are *not* retroactive to the date of the class(es).
6. It is the responsibility of each employee to submit workshop certificates or PD Express transcripts with the appropriate pre-approvals (if applicable) to Human Resources for a lane change. PD Express does not report any information to Human Resources.
7. Workshop or coursework must be directly related to professional assignment.
8. Lane changes cannot exceed 1 lane per year, except for movement from MA+45 to Ph.D
9. Employees can view their lane change credits on file in Human Resources by logging into Employee Self Service. The link to Employee Self Service is: <https://www.spps.org/selfservice>

### General Eligibility for Lane Change:

- ✓ Employees can only advance one lane per fiscal year, except for movement from MA+45 to Ph.D
- ✓ Only graduate level credits are applicable toward lane advancement. The only exceptions shall be for coursework specifically approved in advance by the Director of Human Resources. If any undergraduate course is available at the graduate level, it must be taken as such.
- ✓ Credits must be earned from an institution recognized for the purposes of certification by the Minnesota Department of Education. If you are unsure the institution you will be attending is recognized contact the Human Resource Department.
- ✓ All credits and degrees to be recognized must be relevant to the professional assignment of the employee.
- ✓ Courses must be taken on unpaid time. The district does not pay for the tuition, fees or reimburse the employee for associated costs.
- ✓ Course work must be pre-approved by Human Resource **two (2) weeks prior** to the **start** of the course
- ✓ All eligible coursework must earn a C grade or better, Pass or Satisfactory.
- ✓ Semester Credits are weighted by 1.5 to determine the quarter credit equivalent (Ex 3 Semester credits = 4.5 quarter credits)

### Lane Change e-Forms:

The electronic forms you need are available through Employee Self Service. Under the main menu, go to Employee Action Forms, and select the appropriate forms from the list.

