The purpose of this document is to help explain the lane change process and requirements for SCSP. 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. Complete the electronic lane change request form, and upload transcripts showing credits received.
2. Review your credit status 2 weeks after sending in your lane change form and transcripts.
3. Watch for your lane change to show on your paycheck 2 weeks after that.

NOTE: The electronic form 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.

Lane Change Request Information:

- SCSP employees are encouraged to review all information related to lane changes listed their collective bargaining agreement (SCSP Contract). https://www.spps.org/Page/33566
- As you receive credits that qualify for a lane change, complete the lane change e-form and attach the original grade report or electronic copies of transcripts. Attach these documents to the electronic form.
- 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.
- Turnaround time to see the lane change appear on your pay check is approximately 2-3 pay periods from the time the form and required documentation is submitted to Human Resources.
- 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).

General Eligibility for Lane Change:

- Credits must be earned from an accredited institution recognized 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 employee’s current job or within the scope of existing SPPS jobs (i.e. teacher).
- Courses must be taken on unpaid time. The district does not pay for the tuition, fees or reimburse the employee for associated costs.
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.