The purpose of this document is to help explain the lane change process and requirements for teaching assistants. 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 job. Degree programs must be within the scope of existing SPPS jobs (i.e. teacher).
- By HR approving the pre-approval e-form, it does not guarantee approval of actual credits or clock hours.

Lane Change Request Information:

1. Teaching Assistants are encouraged to review all information related to lane changes listed in Article 17, Section 3 of the collective bargaining agreement (TA Contract). https://www.spps.org/Page/33566
2. When you have enough clock hours to qualify for a lane change, complete the lane change e-form and upload the certificate of completion, certificate of attendance, PD Express transcript, and/or college transcript.
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. All clock hours and/or eligible coursework must be taken after an employee begins employment with the District to count towards a lane change.
5. Turnaround time to see the lane change appear on your pay check is approximately 2-3 pay periods from the time the e-form and required documentation is submitted to Human Resources.
6. Lane changes are effective at the beginning of the next pay period from the date the materials are received in Human Resources. They are not retroactive to the date of the class(es).
7. 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.

8. Workshop or coursework must be directly related to employee’s current job. Degree programs must be within the scope of existing SPPS jobs (i.e. teacher).

9. Transcripts from the college with a letter grade of A, B, C, Pass or Satisfactory are acceptable forms of verification for college credit classes.

10. Each credit of a qualifying college course is equivalent to 24 “clock hours”

11. The number of “clock hours” for a workshop or seminar is determined by actual instruction time, and should not include meals or breaks. One hour instruction time equals one clock hour.

12. Employee’s 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

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<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
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</table>

**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.