

3.0311.09

Issue Date: 04/03/03 Updated: 11/14/19

1. College credit, Utah State Office of Education in-service credit, and District in-service credit, which have been pre-approved, and National Board Certification, will be accepted for educators desiring to move from one lane to another on the District salary schedule.
2. Quarter/semester hours on the salary schedule will be honored if they have been earned after an educator has graduated and has received a teaching license from the Utah State Board of Education or equivalent agency or institution of another state. All other quarter/semester hours may only be applied toward a lane change if they were earned after the date the teaching license was received.
3. Workshops may count for a maximum of fifteen (15) hours toward a lane change. They may impact changes from Teaching License (TL) to TL +20, TL.+20 to TL +37, M.S. to M.S. +30 and M.S. 30 to M.S.+50. The number of hours attended in the workshop will determine the amount of credit received toward a lane change. Ten (10) clock hours of in-service are equivalent to one (1) college quarter hour and fifteen (15) clock hours of in-service are equivalent to one (1) college semester hour. In-service credit must be authorized in subject areas where the District, school or teacher has needs. The requirements to be met to obtain the credit shall be set forth as the in-service work is authorized. (Proper signatures, documentation, type of workshop, etc.) Present salary schedule lane changes are based on semester hours. One (1) semester hour equates to 1.5-quarter hours.
4. Employees with previous experience in another school district must provide documentary evidence of credits beyond a Bachelor's or Master's Degree to qualify for a specific lane within the policies of Duchesne County School District. The District lane change committee will review the documentation on an individual basis and determine the appropriate lane.
5. Educators must notify the Superintendent's office of their intent to change lanes on the proper forms that are distributed in the

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Updated:

1. The following items will be accepted for educators desiring to move from one lane to another on the District salary schedule:
College credit; Utah State office of Education professional development credits, and District professional development credits, which have been pre-approved; National Board Certification credits. The following two options are approved by the district for lane changes.
 - a. Lane changes may occur from college credits exclusively.
 - b. Lane changes may occur from a combination of college credits and the other types of credits, as listed above. At-least half of the credits must come from college courses.
2. Quarter/semester hours on the salary schedule will be honored after an educator has been awarded a Bachelors Degree and has received a teaching license, Associate or Professional, from the Utah State Board of Education or equivalent agency or institution of another state. All other quarter/semester hours may only be applied toward a lane change if they were earned after the date the teaching license, Associate or Professional, was received.
 - a. Credits earned from DCSD induction courses will be counted toward lane changes even if a teacher's Bachelors Degree hasn't been awarded.
3. Utah State office of Education professional development credits, and District professional development credits, which have been pre-approved, and National Board Certification credits may impact changes from Teaching License (BS) to BS +20, BS.+20 to BS +37, M.S. to M.S. +30 and M.S. 30 to M.S.+50. The number of hours attended in professional development, USBE credit, or district approved credit, will determine the amount of credit received toward a lane change. Ten (10) clock hours of in-service are equivalent to one (1) college

<p>spring and by the date indicated on the form. Lane changes will be made when the educator furnishes the District a transcript of credits or other written proof that the credits have been earned. All proof of credit must be submitted by the date indicated on the yearly calendar.</p> <p>6. The District lane change committee will review all lane change requests</p>	<p>quarter hour and fifteen (15) clock hours of in-service are equivalent to one (1) college semester hour. In-service credit must be authorized in subject areas where the District, school or teacher has needs. The requirements to be met to obtain the credit shall be set forth as the in-service work is authorized. (Proper signatures, documentation, type of workshop, etc.) Present salary schedule lane changes are based on semester hours. One (1) semester hour equates to 1.5-quarter hours.</p>
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