

The purpose of this document is to help explain the lane change process and requirements for Educational 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 a pre-approval form and email to payroll@spps.org)
2. Wait for approval email. Keep a copy of your approval
3. Complete course(s).
4. Complete the lane change request form, and attach transcripts showing credits received. Email these documents to payroll@spps.org or send them to SPPS Payroll at 360 Colborne Street, St Paul MN 55102
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: You can find the pre-approval form and lane change request form on the payroll website at this link: <https://www.spps.org/Page/3534>

Pre-Approval Requirements:

- ✓ Pre-approval requires actually sending the pre-approval form to payroll@spps.org 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 pre-approval form **at least two weeks prior to the course start date**. The pre-approval form is available on the payroll website at this link: <https://www.spps.org/Page/3534>
- ✓ The pre-approval form should be signed by you AND your supervisor/principal before submitting it to HR.
- ✓ Include a course description along with the pre-approval form when you email it to payroll@spps.org. 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 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 30th are effective with the pay period beginning after the completed lane change request paperwork 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. Educational Assistants are encouraged to review all information related to lane changes listed in Article 14, Section 2 of the collective bargaining agreement (EA Contract): <https://www.spps.org/page/33566>
2. As you receive credits that qualify for a lane change, complete the lane change form and attach the official transcripts (photocopies are not accepted), original grade report, electronic copies of transcripts, grade reports accessed from the college, and/or PD Express transcript. Send these documents with the form to the Human Resources department. (You may submit paperwork as credits are received, or you may hold until you have enough total credits for a lane change and submit all of it at the end.)
3. It is recommended that you make a copy of your request and supporting documentation for your records.
4. 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.
5. Turnaround time to see the lane change appear on your pay check is approximately 2-3 pay periods from the time the paperwork 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. 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>

General Eligibility for Lane Change:

1. College Coursework:

- a. Undergraduate or graduate college coursework must be earned at an accredited institution to be eligible for educational unit placement or advancement. The publication "Accredited Institutions of Post Secondary Education: Programs and Candidates" published by The American Council on Education is the authority listing of accredited institutions. If you are unsure the institution you will be attending is recognized contact the Human Resource Department.
- b. Course must be taken on unpaid time and the District cannot pay for the tuition, fees or reimburse the employee for associated costs.
- c. All eligible coursework must earn a C grade or better, Pass or Satisfactory.
- d. Semester Credits are weighted by 1.5 to determine the quarter credit equivalent (Ex 3 Semester credits = 4.5 quarter credits)

2. In-service Credits:

- a. In-service or workshop taken through the Professional Development Department and taken for in-service credits can be used for a lane change. Once all components of the in-service are completed, the in-service credits will appear on their PD Express transcripts which states the number of in-service credits applicable for lane changes.
- b. If classes are taken for stipend or clock hours through Professional Development, the classes are not eligible for lane change.
- c. In-service or workshops offered *outside* of the Professional Development Department **MUST** be pre-approved by Human Resource **two (2) weeks prior** to the **start** of the course.
- d. One (1) hour of in-service equates to one tenth (1/10) of a quarter credit or ten (10) hours of in-service equals one (1) quarter credit.