



Office of Human Capital

Employee Services • 320 N Elizabeth St, 1st Floor • Chicago, IL 60607 • Phone (773) 553-1142 • Fax (773) 553-6665
 Email EmployeeServices@cps.k12.il.us • www.cps-humanresources.org

APPLICATION FOR SALARY LANE ADJUSTMENT AND REVIEW OF CREDITS

This form is used to place an Employee on the appropriate salary lane based on their educational credentials. An employee's eligibility for lane and step adjustment is governed by the Agreement between the Board of Education and the Chicago Teachers Union and the Board's Compensation and Pay Plan (CPS Policy Manual, Section 302.8). An employee *must* complete a lane application and submit official transcripts to obtain a lane adjustment.

Date: _____

Name: _____
 Last First Initial Former Name

Employee ID Number [X] [X] [X] [X] [X] [X] [] [] [] [] Last 4 Digits of Social Security Number Position Number

School Name and Address: _____

Teacher's Home Address: _____

City State Zip Code

Teacher's Telephone Number: _____

Check box if you have listed a new address.

Present Lane Requested Lane
 Placement: _____ Placement: _____ II _____ III _____ IV _____ V _____ VI
 Master's (M + 15) (M + 30) (M + 45) Ph.D. or Ed.D

Degree(s) Held: _____
 Degrees Year School

For Lane III, IV, and V only: Only courses listed below or on back will be considered for Lane Placement. Please list all hours of graduate credit beyond the Master's Degree. The course number(s) must be the same as those listed on the official transcripts. Three (3) quarter hours equal two (2) semester hours. Please use the back of this form if additional space is needed.

Date	College/University	Course #	Course Title	Qtr. /Sem. Hr
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Please submit your official transcripts together with your application. No application for lane placement will be considered unless official transcripts are received by HC Employee Services and all sections on this application have been completed. (Note: Proper claim for lane placement should be made within 60 days of completing course work requirements. After 60 days, the effective date of lane placement is the date on which HC Employee Services receives proper claim for a lane change and official transcripts.)

Applicants requesting Lane II or Lane VI placement can submit a letter from the registrar's office with the school seal stating that they have earned a degree in a specific area, the date the requirements were completed, and when the degree will be conferred. Applicants should only submit this letter if they can not obtain their official transcript with the degree posted within the 60 day time frame. An official transcript must then be submitted to Employee Services when it becomes available.

FOR OFFICE USE ONLY

Personnel File Checked: _____

Lane Placement: From: L0 _____ To: L0 _____ Effective Date: ____/____/____

Approved By: _____

Form Rev 01/2010

Unit #: _____ Pay Table: _____ Current Lane: _____ Current Step: _____ Weeks: _____

Submit Completed Form with Original Transcripts to: HC Employee Services, 320 North Elizabeth Street 1st Floor, Chicago, Illinois 60607