

Advancement of Steps and Lanes

Purpose:

Provide way for teacher to advance steps and lanes.

Description:

Advancement of steps is not automatic. A teacher must complete a short application form to verify they have completed a year of experience with satisfactory performance and obtain approval from the Director and the Governance Committee to advance steps. Steps completed on a lower Lane retain value but may be discounted depending on the relationship of the lane in which they were achieved vs. the current Lane.

To advance lanes, a teacher must submit appropriate documentation of their change in education or licensure status to qualify.

If an application for Step or Lane advancement is granted, the new pay rate goes into effect on the current payroll or at the next payroll review and cannot be applied retroactively. Failure to apply for Step or Lane advancement does not give the employee or applicant rights to additional or retroactive back pay.

Lane changes will be approved by the Governance Committee and will be determined based on whatever performance indicators are available.