



JCEA LANE CHANGE: CALENDAR MATRIX & FAQ

Summary: Employees in positions covered by the JCEA Negotiated Agreement (Effective August 1, 2022 – July 31, 2024) can apply for a Lane Change on the Salary Schedule throughout the calendar year. As per Article 17-6-6, Lane Change is a monthly process.

Requirements:

- 1) Employees must submit official transcripts including transcript keys to be considered for the Lane Change process.
 - a) Documents submitted via the Document Center will be considered “received” on the date of the upload.
 - b) Documents submitted via E-scripts or mailed will be considered “received” on the date they arrive in Human Resources, not the date they were ordered or mailed.
 - c) If a new degree is submitted, employees must submit transcripts with “degree conferred” and the conferred date. Diplomas will not be accepted for Lane Change.
 - d) Incomplete or illegible submittals will not be considered “received” until the corrected version is received.
- 2) Once an employee has submitted new transcripts, it is the employee’s responsibility to monitor for updated credit counts in Access Jeffco > Talent Profile > Qualifications > Salary Placement Hours, which should be updated in 1-2 weeks. No communication will be sent to the employee by Human Resources unless an incomplete or illegible submittal was received.
- 3) Foreign issued credits or degrees that require an evaluation will not be considered “received” until the full documentation from the company performing the credit evaluation is received.
- 4) No form is required to request a Lane Change, any employee who qualifies based on credit counts in Person Profile is automatically moved via the lane change process. (For exceptions see Frequently Asked Questions.)
- 5) If an employee believes their credit count is wrong or missing, they can request a review of their credit counts via a ticket in Jeffco Help.

Matrix of Process Dates:

Received by HR Date	Effective Date	First Paycheck (approximate date)
August 15 th	August 16 th	September 30 th
September 15 th	September 16 th	October 30 th
October 15 th	October 16 th	November 30 th
November 15 th	November 16 th	December 31 st
December 15 th	December 16 th	January 31 st
January 15 th	January 16 th	February 28 th
February 15 th	February 16 th	March 31 st
March 15 th	March 16 th	April 30 th
April 15 th	April 16 th	May 31 st
May 15 th	May 16 th	June 30 th
June 15 th	June 16 th	July 31 st
July 15 th	July 16 th	August 31 st



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Explanation of Impact on Pay:

- 1) Jeffco Public Schools pays educators on a year round schedule (where pay is stretched over 12 months for the work you do over 9 months). If a Lane Change is received after the start of the school year, the impact will be as follows:
 - a) If the employee is an on-time hire for the school year and works the entirety of their Days Worked Calendar, they will receive 1/12th of the new annual salary starting with the first applicable paycheck (see chart above).
 - b) If the employee is a late start, takes a leave of absence, or doesn't finish their Days Worked Calendar for that position, it will be prorated according to Article 17-7-1.
 - i) A June 16th or July 16th effective lane change will result in a net change of \$0.00 for the current year.
 - ii) Secondary positions that are not for the full calendar year are subject to proration as well.

Listed below are examples to show the impact of late submittals. These examples use the 2022/2023 salary schedules and Days Worked Calendars.

Example A: Tanisha, a returning secondary teacher was in Lane 3 (Master's Degree), Step 9. She worked the full 185 day schedule and she turns in official transcripts showing additional graduate level credits to move to Lane 4 on December 10th. She met the December 15th deadline for the Lane Change effective December 16th (January 30th paycheck).

Example A	Amounts
Current Placement Lane 3, Step 9	\$65,891.23
Monthly Rate	\$5,490.94
New Placement Lane 4, Step 9	\$68,526.88
New Monthly Rate	\$5,710.57
New Total Salary (4 checks at old rate, 8 at the new rate)	\$67,648.32

Example B: Miguel (an elementary teacher) was a late hire at Lane 2, Step 2 on October 3, 2022. He turned in his official transcript showing his Master's Degree conferment information on November 10th. He met the November 15th deadline for the Lane Change effective November 16th (December 31st paycheck). Since the effective date is November 16th, he will have 68 days at his old rate and 117 days at his new rate (he works a total of 145 days out of the 185 day calendar).

Example B	Amounts
Current Placement Lane 2, Step 2	\$53,300
Daily Rate (Annual/185)	\$288.11
Adjusted for Late Start (148*288.11)	\$42,640.28
New Placement Lane 3, Step 6	\$55,432
New Daily Rate (New Annual/185)	\$299.63
Calculate New Annual (31*\$288.11)+(117*\$299.63)	\$42,988.12
Number of Paychecks Left in the School Year	9
Pay Already Received (Oct & Nov checks)	\$7,752.76
New Monthly Gross Pay (New Annual – Already Paid)/Checks Remaining	\$3,915.04
Total Salary Received (\$7,752.77 + (9*\$4,693.26))	\$42,988.12

Frequently Asked Questions

Do I need to submit an application or ticket for Lane Change?

No. Employees will be automatically moved in the next lane change after their transcripts are accepted and reviewed.

I submitted my transcript and want to make sure it was received and counted. What should I do?

Your credit count and/or degrees in Talent Profile should be updated within 2 weeks of upload. (Directions to get to Talent Profile are further down this page.) You will be able to see the school, your new count, and the effective date.

How long will it take for me to see my Lane Change?

It depends on when you submitted your documents. If you submitted right before the due date of the 15th, you would receive notification of your lane change before the end of the month. The process and cleanup audits are done between the 20th and 25th each month (after payroll is complete). If you submitted your documents after the 15th, it would be the following month.

How will I be notified that I received Lane Change?

You will receive an email to your official Jeffco (jeffco.k12.co.us) email account after the Lane Change process has run that you have been updated and how to view your new placement.

How do I see my current credit count?

Log into [Access Jeffco](#) and go to the "Talent Profile" tile. Under "Qualifications" you will see a line for Salary Placement Hours. The top row for each school is the current credit count for that school. Your degrees are also in "Talent Profile" under "Education".

I think I'm missing credits or a degree from my Talent Profile. What do I do?

If you believe you have credits or a degree that make you eligible for a lane change but don't see them on your Talent Profile, submit a [Jeffco Help](#) ticket (ticket type: HR/Pay Issue Form).

I have a letter from my school saying I finished my program, can I apply for Lane Change now?

No, Lane Change will only happen once an official transcript with your degree conferred information printed on it is received by Human Resources. The receipt date of that transcript will determine the effective date of your Lane Change.

How do I know if my school or class will be accepted?

Please check out the resource JCEA Employee Handout: (school year) Credits & Accreditation. It explains the current requirements and detailed information on individual programs that have been reviewed.

I am a full-time CTE Instructor and want a lane change, what do I do?

Please submit a ticket requesting a manual lane change! CTE Instructors must be manually reviewed regardless of whether they are submitting graduate credit hours, industry experience, or industry training.

What happens if I take a Leave the same year as a Lane Change?

Your leave of absence means you will be prorated and may result in an overpayment situation. This is dependent on both the effective date of the lane change and the length of the leave. Talk to the Leaves department to find out the impact in your particular case.