



BURLINGTON COMMUNITY SCHOOL DISTRICT

LANE MOVEMENT NOTIFICATION

Article Eleven, Section B (3) a: Employees who anticipate a horizontal lane change on the Salary/Career Increment Schedule, Schedule C, are required to notify Human Resources of such intent by September 1st and February 1st.

Name: _____ **Date:** _____

Building: _____

ANTICIPATED MOVEMENT DATE

School Year: _____ / _____

1st Semester **2nd Semester**

FROM: Lane _____

TO: Lane _____

HR Dept: _____ **Date:** _____

***** Return completed form to
Human Resources Office *****