



**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 1<sup>st</sup> and February 1<sup>st</sup>.**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Building:** \_\_\_\_\_

**ANTICIPATED MOVEMENT DATE**

**School Year:** \_\_\_\_\_ / \_\_\_\_\_

**1<sup>st</sup> Semester**       **2<sup>nd</sup> Semester**

**FROM:**      Lane \_\_\_\_\_      Step \_\_\_\_\_

**TO:**      Lane \_\_\_\_\_      Step \_\_\_\_\_

**HR Dept:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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