

**Assistant Custodian Benefit Eligible Employee
Request for Salary Lane Change**

Name _____ Social Security No. xxx-xx-_____ School _____

Current Position _____ Current Lane _____ Step _____

Benefit eligible Assistant Custodian I employees who complete certain training requirements, who are in good standing (as approved by a building administrator) and who submit all required documentation will be eligible to move to an Assistant Custodian II at lane three (3) and will be placed on the closest step on the new lane representing an increase. No lane changes will be effective until approved by the Human Resource Department. The effective date will be the day Human Resources receives this form with all required certificates and properly signed by the Director of Custodial Services.

To be completed by the building administrator ONLY:

It is the employee's responsibility to provide copies of any required documentation.

Assistant Custodian II Lane 3		
Required Training	Date Completed	Certificate Received (To be completed by Custodial Services)
JCOS Basic		
JCOS Management		
Apprenticeship I		
Apprenticeship II		

All requirements have been met by this employee. I recommend he/she be moved to Custodian Assistant II

Custodial Director Signature _____
Date

TO BE COMPLETED BY HUMAN RESOURCES OFFICE:

Current Lane _____ Current Step _____ Current Hourly Rate _____ Date Received in HR: _____

New Lane _____ New Step _____ New Hourly Rate _____ Effective Date _____

Human Resources Administrator _____
Date