



For a change in channel to become effective for any given semester, a written request, along with all necessary supporting documentation will be sent to the Assistant Superintendent for Human Resources no later than August 31 or January 31. Information regarding the policy can be found on page 32 of the Teachers Article of agreement.

The following steps should be followed when applying for channel change request:

1. A completed channel change form should be submitted along with official transcripts to Human Resources. These can be mailed or electronically sent from the University. All electronic requests should be sent to [HR@ucityschools.org](mailto:HR@ucityschools.org). The Assistant Superintendent for Human Resources must receive advanced notice of electronic transcripts.
2. Human Resources will review all necessary documents to process request. In the event that additional information is required, employees will be notified in ample time to be eligible for channel change request.
3. Assistant Superintendent of Human Resources will approve all eligible requests and then submit the requests to the Board of Education for approval.
4. Once approved by Board of Education, the employee will receive a letter notifying them of the approval and how to access the new contract.
5. Channel change request made by August 31 will be paid out by September 30 and the amount is divided over 22 pay periods.
6. Channel change request made by January 31 will be paid out by February 28 and the amount is divided over the remaining 12 pay periods.