

Non-Affiliated Staff Education Credit Form

- 1) If the employee has thirty (30) semester hours of credit beyond a Master's degree at an accredited institution, the employee shall receive an annual payment of \$1,000. The thirty (30) hours beyond a Master's degree must be in a subject area or field that is directly related to the employee's job responsibilities. Should a dispute arise regarding the eligibility for this payment, the Superintendent shall resolve the issue unilaterally.

- 2) If an employee has forty-five (45) semester hours of credit beyond a Master's degree at an accredited institution, the employee shall receive an annual payment of \$1,500. The forty-five (45) hours must be in a subject area or field that is directly related to the employee's job responsibilities. Should a dispute arise regarding the eligibility for this payment, the Superintendent shall resolve the issue unilaterally. Such payment is not cumulative (for this credit level a total not to exceed \$1,500 shall be made).

- 3) If the employee has earned a Ph.D. or Ed.D. from an accredited institution, the employee shall receive an annual payment of \$2,000. Such payment is not cumulative (shall not exceed a total of \$2,000 for all credits earned beyond a Master's degree). The Ph.D. or Ed.D. degree must be in a subject area or field that is directly related to the employee's job responsibilities. Should a dispute arise regarding the eligibility for this payment, the Superintendent shall resolve the issue unilaterally.

- 4) An official copy of the individual's transcript recording their educational attainment shall be forwarded to Human Resources before the employee will be eligible for education credit under this section.

- 5) Qualification for an **educational credit will be determined on July 1st and January 1st of the qualifying year**. Employees qualifying as of the January 1st deadline will receive one-half of the respective annual payment identified above in the initial year of qualification.

Non-Affiliated Staff Education Credit Form

Name: _____

Qualifying School Year: 2018/2019

The form below is to be completed by the Non-Affiliated Staff Member.

In the spaces below, please provide complete information on the degree(s) earned and semester credit hours earned to satisfy the Education Credit requirement. **Please type or print.**
Attach/Forward official transcript.

Degrees earned and credit hours beyond degree(s)	Number of Semester Credit Hours	College/University	MM/DD/YY of Completion

Total No. Semester Hours Earned: _____

ADVISORY: In accordance with Public Act 96 of the Public Acts of 1995, it is a criminal offense to use or attempt to use a College, University or State Board of Education Continuing Education Unit transcript that is fraudulently obtained, forged, or other fraudulent credentials for this purpose.

Signature
Non-Affiliated Staff Member

Date

Signature
Executive Director of Human Resources/Legal Services

Date