Non-Affiliated and Early Childhood Education Credit Form¹

1. Master's Degree (MA)

If the employee has a Master's degree in a subject area/field that is directly related to the employee's job responsibilities, upon application and approval, the employee shall receive an annual payment of \$500 IF:

- A. He/she/they are in a position that does not require a Master's degree;
- **B.** He/she/they earned a Master's degree prior to the start of employment with the WISD; **and**
- **C.** He/she/they is not currently qualified for a Life-Long learning payment.

2. MA+30

If the employee has thirty (30) graduate semester hours of credit beyond a Master's degree at an accredited institution, upon application and approval, 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/field that is directly related to the employee's job responsibilities. Such payment is not cumulative (for this credit level a total not to exceed \$1,000 shall be made).

3. MA +45

If an employee has forty-five (45) graduate semester hours of credit beyond a Master's degree at an accredited institution, upon application and approval, 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. Such payment is not cumulative (for this credit level a total not to exceed \$1,500 shall be made).

4. Ph.D./Ed.D./J.D.

If the employee has earned a Ph.D., Ed.D., or J.D. from an accredited institution, upon application and approval, the employee shall receive an annual payment of \$2,000. The Ph.D., Ed.D., or J.D. degree must be in a subject area/field that is directly related to the employee's job responsibilities. Such payment is not cumulative (for this credit level a total not to exceed \$2,000 shall be made).

- 5. The employee must complete page 2 of this form and submit to the Human Resources with an official copy of the individual's transcript recording the courses cited and educational attainment before the employee will be approved for the benefit under this section. Contact HR if you have questions.
- 6. Should a dispute arise regarding the eligibility for payment under this section, the Superintendent shall resolve the issue unilaterally.
- 7. Qualification for an Educational Credit will be determined on July 1st and January 1st of the employee's qualifying year.
 - a. 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.

¹Article III Subsection E Updated 7.1.22 (NA Manual 2022 – 2025) Page **1** of **2**

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Name:_____

Qualifying School Year:

This section to be completed by Non-Affiliated or Early Childhood Employee: NOTE: In the spaces below, please provide <u>complete</u> information on the degree(s) earned and semester credit hours earned to satisfy the Education Credit requirement. Please type or print.			

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 of Non-Affiliated Member

Signature of Executive Director of Human Resources/Legal Services

Date

Date