



CONTINUING EDUCATION STIPEND APPLICATION

Continuing Education Stipend

Upon completion of a Master’s Degree, ***Non-Licensed Professional/Technical Employees*** whose official job description expresses preference for or the requirement of a Bachelor’s Degree, may receive an annual *Continuing Education Stipend* of up to \$3600. Eligible non-licensed professional/technical positions include:

- Accountant
- Director of Communications/Public Relations
- Manager – Data
- Manager - Network
- Manager – Technology Systems
- Occupational Therapist
- Senior Manager - Data
- Senior Manager - Network

When an eligible Employee completes a Master’s Degree from an accredited University or College of Higher Education, the Employee may submit to Human Resources a *Continuing Education Stipend Application* prior to the last working day of the month. It is the responsibility of the Employee to submit with this application, an original official transcript showing the date the Master’s Degree was earned. Photocopies of transcripts are not accepted. Applications without the required original transcript are not accepted.

Approved Continuing Education Stipend Applications are processed and reflected on the Employee’s earning statement within 6-8 weeks.

Approved applications will result in a stipend of up to \$3600, effective from the first working day of the month following the submission of all required materials in accordance with the *Negotiated Agreement* governing that fiscal year. Applications approved mid contract period are pro-rated for the remainder of the Employee’s current contract period. Subsequent contract periods and earnings thereafter reflect the full \$3600 stipend.

Continuing Education Stipend Application

Name: _____ Position: _____ Location: _____

Date Master’s Degree Posted on Transcript: _____ Awarding Institution: _____

I certify that I have completed a Master’s Degree and have attached an original transcript required for this application.

Employee’s Signature: _____ ***Date:*** _____

For HR Use Only

Date Application was Received:
Is Position Eligible for Stipend? Yes or No
Was an Official Transcript Received from Accredited Institution? Yes or No
Date of Master’s Degree:
Have Requirements Been Met? Yes or No
Date Stipend Goes Into Effect?

Notification/Update	Date
Notify Employee	
Notify Payroll	
Update Board Packet	