

**Support Personnel Degree Incentive
 Bonus Request Form for Degree Completion
 For LESPA or Local 1010/IUPAT Bargaining Unit Employees**

Name: _____ PID#: _____ Job Title: _____

Work Site/Department: _____ Work Phone: _____ Supervisor: _____

Appointment Status: _____ 10 Months _____ 12 months Dated Hired: _____

Are you currently enrolled in the Career Development Initiative (CDI) Program? _____ YES _____ NO

Title of Degree Earned	Name of Institution Awarding Degree	Date Degree Earned

Check all below that apply (*to be completed by the Supervisor*). This employee:

- ___ 1. Is in a regular (not OPS) position in the LESPA or Local 1010 bargaining unit;
- ___ 2. Has completed the probationary period in current position;
- ___ 3. Has received a "Meets Expectation" evaluation or above for the most recent evaluation period;
- ___ 4. Received a degree from an institution of higher education accredited by a regional accrediting body (Southern Association of Colleges and Schools, Western Association of Colleges and Schools, Northwestern Association of Colleges and Schools, North Central Association of Colleges and Schools, New England Association of Colleges and Schools, and the Middle States Association of Colleges and Schools) on or after July 1, 2004 (employee is to provide an official transcript indicating receipt of degree); and
- ___ 5. Did not receive credit for the degree on the pay range at the time of hire (confirm with Human Resources Department if necessary).

I verify the above checked items to be true _____
Supervisor's Signature Date

By my signature below, I acknowledge my understanding that I may not receive more than two (2) such incentive payments for receipt of a degree during my employment with the District and that I have not previously been awarded incentive pay for the degree presented in this request.

 Employee Signature Date

Required: Attach an official transcript from the higher education institution

FOR PROFESSIONAL LEARNING DEPARTMENT USE ONLY:

Date filed with Staff Development Office: _____