

Educational Incentive Award (EIA) Requirements

Effective November 2009, the full number of in-service points are required for EIA pay.

AESOP eligible employees have the opportunity to earn Educational Incentive Awards. Refresher courses for the awards may be required during employment with the District. Employees must maintain excellent performance in order to continue receiving award pay.

Level I - Basic Awards

- A. High School Diploma and two (2) consecutive years of employment with the District

Course work from an accredited college demonstrated by the completion of six (6) semester hours, nine (9) quarter hours or two (2) or more certificates from a job-related Adult, Community, Technical or Vocational Education facility, the total of which shall be no less than 48 hours of job-related subjects.

60 District In-service Points

Award: \$200 paid out in November of each year

- B. High School Diploma and three (3) consecutive years of employment with the District

One (1) year of course work from an accredited college demonstrated by completion thirty (30) semester hours, forty-five (45) quarter hours, or five (5) or more certificates from an Adult, Community, Technical or Vocational Education facility, the total of which shall be no less than one-hundred-twenty (120) hours of job-related subjects.

75 District In-service Points

Award: \$300 paid out in November of each year

Level II - Standard Award

High School Diploma and five (5) consecutive years of employment with the District

Two (2) years of course work from an accredited college demonstrated by completion of sixty (60) semester hours, ninety (90) quarter hours, or ten (10) or more certificates from an Adult, Community, Technical or Vocational Education facility, the total of which shall be no less than two-hundred-forty (240) hours of job-related subjects.

90 District In-service Points

Award: \$400 paid out in November of each year

Level III - Advanced Awards

- A. High School Diploma and seven (7) consecutive years of employment with the District

Three (3) years of course work from an accredited college demonstrated by completion of ninety (90) semester hours, one-hundred-thirty-five (135) quarter hours, or ten (10) or more certificates from an Adult, Community, Technical or Vocational Education facility totaling no less than two-hundred-forty (240) hours of job-related subjects.

120 District In-service Points

Award: \$500 paid out in November of each year

- B. High School Diploma and ten (10) consecutive years of employment with the District

Four (4) years of course work from an accredited college demonstrated by completion of on-hundred-twenty (120) semester hours, one-hundred-eighty (180) quarter hours, or twenty (20) or more certificates from an Adult, Community, Technical or Vocational Education facility totaling no less than four-hundred-eighty (480) hours of job-related subjects.

150 District In-service Points

Award: \$600 paid out in November of each year

Level IV - Professional Awards

AESOP eligible employees who have earned a Certified Professional Secretary (CPS) designation shall annually be paid in November an incentive award of \$600.

AESOP eligible employees with an Associate's degree from an accredited college or university that is directly related to the employee's primary job assignment or to another AESOP position in the District will be paid an educational award of \$1,000.

AESOP eligible employees with a Bachelor's degree from an accredited college or university that is directly related to the employee's primary job assignment or to another AESOP position in the District will be paid an educational award of \$1,500.

An employee eligible to receive a higher level Incentive Award is no longer eligible to receive a lower level award except when an employee is eligible to receive both an award for having earned a CPS (level 4) and another Incentive Award (level 3, 2 or 1). In this case, the employee can receive both awards.

To maintain any Education Incentive Award (EIA) the employee must earn 15 District In-service Points each year. The employee shall annually submit evidence of these 15 District In-service Points to the 'AESOP EIA Coordinator, in care of the Department of Research & Evaluation' no later than June 30th each year. The AESOP EIA Coordinator shall submit a list of employees eligible to maintain their EIA to the Director of Compensation & HR Planning no later than the following July 15th. Payments of EIAs shall be in one (1) lump sum in the following November of each year. The District has the right to audit the determinations of the EIA Coordinator and the evidence of District In-service Points submitted in order for payment to occur.

AESOP eligible employees who were paid the Level IV EIA or either \$1,000 or \$1,500 in November of 2011 for having either an Associate or Bachelors Degree in a career field available to District employees will remain eligible to continue to receive this EIA in a lump sum each November provided the employee continues to earn 15 District In-service Points each school year beginning with the FY2011-2012 school year, and submit evidence of these 15 points to maintain their EIA to the AESOP EIA Coordinator no later than June 30th (with subsequent submission to CHRP for processing no later than July 15th).