

**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. 2 consecutive years of employment with the District

Completion of 6 semester hours, 9 quarter hours or 2 or more job related courses from a job-related Adult, Community, Technical or Vocational Education facility, the total of which shall be no less than 48 hours.

60 In-service Points

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

- B. 3 consecutive years of employment with the District

Completion of 1 year of college demonstrated by 30 semester hours, 45 quarter hours or 5 or more certificates from an Adult, Community, Technical or Vocational Education facility, the total of which shall be no less than 120 hours of job-related subjects.

75 in-service points

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

**Level II - Standard Award**

5 years consecutive years of employment with the District

Completion of 2 years of college demonstrated by 60 semester hours/90 quarter hours, or 10 or more certificates from an Adult, Community, Technical or Vocational Education facility, the total of which shall be no less than 240 hours of job-related subjects.

90 in-service points

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

**Level III - Advanced Awards**

- A. 7 years consecutive years of employment with the District

Completion of 3 years of college demonstrated by 90 semester hours, 135 quarter hours, or 10 or more certificates from an Adult, Community, Technical or Vocational Education facility, totaling no less than 240 hours of job-related subjects

120 in-service points

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

- B. 10 years consecutive years of employment with the District

Completion of 4 years of college demonstrated by 120 semester hours, 180 quarter hours, or 20 or more certificates from an Adult, Community, Technical or Vocational Education facility, totaling no less than 480 hours of job-related subjects

150 in-service points

Supplement: \$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 of \$600.

AESOP eligible employees with an Associate's degree related to job assignment or an available District career field shall annually be paid in November an incentive of \$1000.

AESOP eligible employees with a Bachelor's degree related to job assignment or an available District career field shall annually be paid in November an incentive of \$1500.

An employee eligible to receive a larger Educational Incentive Award is no longer eligible to receive a smaller award except when an employee is eligible to receive both an award for having earned a CPS and another Educational Incentive Award. In this case, the employee will receive both awards.

To maintain any of the Education Incentive Awards the employee must earn 15 service points each year. Payout shall be in one lump sum in November of each year. For such payout to occur, all supporting documentation must be submitted to Compensation & HR Planning no later than June 30th of each year to ensure payment will be made in the following November.