

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)

