

# Imperial Valley Regional Occupational Program

## REQUEST FOR EDUCATIONAL INCENTIVE

Name: \_\_\_\_\_ Position: \_\_\_\_\_

I am submitting this request for payment of educational incentive for:

**Degree Obtained:**

One of the following must apply (please check one)

- I am a:  Full-Time Classified employee  
 Part-Time employee hired prior to November 1, 2005  
 Classified/Confidential Management employee hired prior to June 16, 2000

Degree (please check one):  Associate's Degree \_\_\_\_\_ Date (degree obtained)  
 Bachelor's Degree \_\_\_\_\_ Date (degree obtained)

Attach a copy of your diploma (official transcripts may be substituted provided they clearly state the degree earned). Form must be submitted every fiscal year before October 1<sup>st</sup> (July 1<sup>st</sup> thru September 30<sup>th</sup>). **NO EXCEPTIONS.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**College Units Completed:**

(class must start on or after employee hire date)

One of the following must apply (please check one)

- I am a:  Full-Time Classified employee  
 Part-Time employee hired prior to November 1, 2005  
 Classified/Confidential Management employee hired prior to June 16, 2000

College Units Completed: \_\_\_\_\_ # of units  
(up to completion of Bachelor's) \_\_\_\_\_ Date (unit completed)

Attach a copy of your report card or transcripts demonstrating satisfactory completion.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Board Policies on Educational Incentives:

"To be payable to full-time, classified ROP employees (employed through June 30) with the completion of a Request for Educational Incentive form before October 1<sup>st</sup> of any given year. Actual payment of the Incentive will be issued on or about June 30<sup>th</sup> of the following fiscal year." – Not applicable to Classified/Confidential Management personnel hired after June 15, 2000.

"Twenty-five (\$25.00) incentive per college unit on completion of a class, up to \$300 per fiscal year. To be payable in full to full-time classified ROP employees with the completion of a Request for Educational Incentive form upon completion of the class"

Superintendent's Signature: \_\_\_\_\_

**IVROP USE ONLY (Business Department)**

Degree Obtained Incentive Amount: \$ \_\_\_\_\_

# of Units \_\_\_\_\_ x \$25 = \$ \_\_\_\_\_

# **Educational Incentive Reimbursement Clarifications**

## **Who does not qualify for the Educational Incentive?**

Any part-time Classified employee hired after November 1, 2005.

Any certificated employee hired after November 1, 2005.

Any Classified/Confidential Management employee hired after June 16, 2000.

## **If I started school in June, started working for ROP in July, but finished school in August, do I qualify for the incentive?**

No, you will only be compensated for classes starting on or after you were hired by ROP.

## **What happens if I don't have a copy of my diploma?**

You must submit a copy of an official transcript stating you earned a degree.

## **Will ROP reimburse me for college units after I receive my Bachelor's?**

No, the Educational Incentive is for college unit reimbursement up to the completion of a Bachelor's degree.

## **I already hold an Associate's degree but am pursuing my Bachelor's degree, would I qualify for both?**

Yes, you would be reimbursed for both your degree and your college units. Up to the allowed maximum (\$300 per fiscal year).

## **What are the deadlines and when will I get paid?**

You must submit a copy of your Associate's or Bachelor's Degree with the Request For Educational Incentive form before October 1 of each fiscal year. This means, the Request for Educational Incentive form and your diploma and/or transcript must be at the IVROP Administrative Office by September 30 (NO EXCEPTIONS). If still employed with IVROP through June 30<sup>th</sup> of that fiscal year; you will receive reimbursement the following June.

College units are paid upon completion of the course(s) and submission of report card or transcripts with the Request for Educational Incentive form. Payment will be processed based on the policy, for the next payroll period.

## **I submitted my Request for Educational Incentive form, for my Bachelor's Degree, in August, and I resigned on June 16, the following year. Will I still receive the incentive?**

No, board policy requires ROP employees to be employed through June 30. Unless, their contract stipulates otherwise (i.e. 10-month employees)