

SOUTHGATE COMMUNITY SCHOOL DISTRICT
BEACON EDUCATIONAL SPECIALISTS
REPORT OF EXTRA CREDITS

(Submit to Human Resources)

Per Appendix A of the agreement between the Southgate Community School District and the Beacon Educational Specialists (BESSS), the district agrees to pay bargaining unit employees for credit hours obtained that are above those required for the respective positions. The District will pay \$25.00 per credit hour beyond those classes required for employment, to a maximum of 40 hrs.

- | | |
|--------------------------|----------------|
| • Program Consultant | Over 120 Hours |
| • Behavior Specialist I | Over 120 Hours |
| • Behavior Specialist II | Over 120 Hours |
| • Program Assistant | Over 60 Hours |
| • One-on-One | Over 60 Hours |

Name: _____ Title: _____

I am reporting credit hours that I have obtained in excess of my job requirements.

1. Number of previous credit hours _____
University/College _____
2. Number of credit hours this submission _____
Semester completed _____
Verification: Official Transcript _____ Official Grade Report _____
3. New credit hours total _____

Employee Signature

Date

Building Administrator Signature

Date

Prior to submitting to Human Resources, please make a copy for yourself

For Office Use Only

Previous Hours _____
This Submission _____
New Total _____

Approved by _____
Human Resources Director Signature

Date

Routed to: Payroll _____
Date