

NOTICE OF INTENT – DEGREE INCENTIVE
COMPENSATION
FOR EDUCATION SUPPORT PROFESSIONAL EMPLOYEES ONLY

TO RECEIVE ADDITIONAL PAY FOR WORKING TOWARDS APPROVED/IDENTIFIED DEGREES:

Bachelor **OR** Master Degree:

NAME: _____ **EMPLOYEE 6-Digit ID#** _____

SCHOOL: _____ **DATE:** _____

This form is a planning document only! Its purpose is to advise the District of your intention to participate in the *Pursuing a Degree Incentive* professional growth program. This intent form must be submitted each year, as you progress through your approved degree program.

I will be pursuing a _____ degree in _____

Anticipated degree completion date _____

For degree preapproval, and to be eligible for possible additional pay while working towards an approved/identified Bachelor or Master's Degree, this form must be submitted, along with the corresponding university course of study, to Talent Management no later than 4:30 p.m. on January 15th, for degree preapproval and for an anticipated salary increase effective the following school year.

PLEASE Check all submission(s) that apply to you:

I am requesting preapproval of my identified degree/course of study

I will have entered completed coursework in Performance Matters equal to at least 15 semester credits. Courses must have been completed by June 30th for consideration for salary schedule movement in the subsequent school year.

My official transcripts are attached to this form, which indicate my degree confer date.

PLEASE initial each box indicating your understanding of these conditions:

I understand it is my responsibility to enter coursework into Performance Matters as I complete classes.

I understand I can only receive salary compensation for one degree. I also understand that if I am currently being compensated for a degree I will only receive compensation for the difference in my current degree and my new degree.

For *Pursuing a Degree Incentive Program*, I have not been reimbursed by the Kyrene School District through tuition reimbursement for any of these classes and I have not previously received and other form of salary compensation for any of these classes.

You are expected to review the Professional Growth section of the Education Support Professional Meet & Confer document, under Terms of Employment.

Employee Signature: _____

Date: _____