

# MONROE TOWNSHIP SCHOOL DISTRICT

## Record of Hours for In-Service Stipend Non-Certificated Employees

Employee Information
<b>Employee Name:</b>
<b>Employee School:</b>
<b>Employee Job Title:</b>

Title of Training	Date(s)	# of Hours	Documentation
<b>TOTAL # OF HOURS:</b>			

Employee's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Non-certificated employees who participate in approved training programs shall be eligible to receive an in-service stipend pursuant to the following provisions:

- All non-certificated employees' training program hours must be approved in writing in advance of the training by the Superintendent of Assistant Superintendent. Credit will be given to those employees who submit a certificate verifying the training title and hours received for the training.
- In-service programs must be related to the occupation of the non-certificated employee.
- One (1) credit shall be awarded for the completion of 15 hours of Board approved in-service training.
- Mandatory training programs shall not count toward the in-service stipend referenced above. Mandatory training includes, but is not limited to, the following: (a) Harassment, Intimidation and Bullying Training; (b) Bloodborne Pathogens Training; and (c) School Safety Training.

