



# ENTERPRISE ELEMENTARY SCHOOL DISTRICT

**Bulletin #27**  
**August 15, 2024**

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**TO: CLASSIFIED STAFF**

**FROM: MEAGAN HAWLEY-STONE**

**SUBJECT: CLASSIFIED POSITIONS**

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Dear Classified Staff:

This is a reminder that if you had taken college units this past year to be sure and send in your report card or transcript to Melissa Lyric at payroll@eesd.net. Units are accrued from your date of hire for those employees hired after July 1, 1992.

**ARTICLE 19**  
**PERSONAL GROWTH**

The Enterprise District shall pay for the completion of college units under the guidelines listed below:

- 19.1 \$200 per year, and in each succeeding year, will be paid for every 10 college units completed, up to a maximum of 60 units.
- 19.2 One payment will be made annually, included in the September payroll warrant for units completed as of June 30 of the preceding year.
- 19.3 Proof of unit completion (grade cards, report cards, transcripts, etc.) must be submitted to the Personnel Department no later than August 30.
- 19.4 Units must be from an accredited institution and job related or leading toward a degree (Associate or beyond).
- 19.5 These provisions are effective for units begun after July 1, 1992, and are pre-approved job-related units or leading towards a degree. There will be no retroactive payment for units obtained prior to the 1992-93 school year.
- 19.6 Unit members must be in active paid status for the September payroll warrant in order to receive the annual stipend.