



**CLEVELAND HEIGHTS-UNIVERSITY HEIGHTS CITY SCHOOL DISTRICT**

**Public School Works: REQUEST FOR COMPENSATION**

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Building Location

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Job Title

Fill out this form only if you wish to receive compensation for completing any programs shown on your individual course list. Use more than one sheet if necessary.

To receive compensation you must:

- Complete the course on *your own time*, outside of your regularly scheduled workday.
- Pass the test at the end of the course.
- Take only those courses shown on your course list.

Please do not print or send the certificates with this form.

**RATES OF PAY:** OAPSE 102 Personnel: Hourly rate up to \$12.00 max  
OAPSE 617 Personnel: \$12.00

Course Name	Course Number	Completion date	Union # 102/617	Rate of Pay

Business Services Confirmation: \_\_\_\_\_

Total Amount of Compensation : \_\_\_\_\_ ( for office use only)

\_\_\_\_\_  
Sean E. Patton, Chief of Human Resources and Operations

**PLEASE SEND THIS FORM TO THE BUSINESS SERVICES DEPARTMENT AT THE BOE.**



## CLEVELAND HEIGHTS-UNIVERSITY HEIGHTS CITY SCHOOL DISTRICT

HOW TO access the PublicSchoolWORKS On-line Training System:

1. Go to our district website ([www.chuh.org](http://www.chuh.org))
2. Go to the **STAFF TAB** at the top of the Home Page
3. Then click on “Health & Safety Training”
4. Then click on “Safety Training Online”
5. Enter your username and password following the directions shown on the login screen.
6. You will be brought to a screen entitled: “Your Login Info”
7. Next, you will see a screen entitled: “Your Course List”
8. For any courses you would like to take, click on “Enter Class”

After you successfully complete each course and associated test, the course will be removed from your course list. The system will indicate if you have passed the test. If you have not passed the test, you will have the opportunity to re-study the course material and/or retake the test as often as necessary until you complete the test.

The only penalty for not passing the test is that you will not receive the offered compensation.

Remember, compensation is only offered for completing and passing the test for a program that is shown on your course list.

For help logging onto the CHUH website, please contact the Human Resources or Business Services staff or your union representative. If you need help logging in to the training system, please call the Public School Works at 1-866-724-6650, option 4.

Please note: There is no need to print your certificates or send them with this form.

**PLEASE SEND THIS FORM TO THE BUSINESS SERVICES DEPARTMENT AT THE BOE.**