

Family Liaisons Application for Educational Stipend
Cambridge Public Schools
Office of Human Resources
135 Berkshire Street
Cambridge, MA 02141

First Name

Last Name

School

Grade

Subject

Family Liaison unit members are eligible to receive an educational stipend of one hundred dollars (\$100.00) for each successfully completed unit of staff training, up to a maximum of twelve (12) units, or one thousand two hundred dollars (\$1,200.00). The stipend shall be paid annually in December of each year based on documentation of successfully completed staff units as of October 31st of the same year.

A unit of staff training may consist of any of the following:

1. One (1) college, junior college or community college level course with a minimum twenty (20) hour requirement.
2. Two (2) internal courses or workshops offered by the school department for after regular working hours, each containing a minimum of ten (10) hours. This shall include courses offered by evening school or online courses.
3. External courses or workshops offered after working hours which, combined, total twenty (20) hours.
4. Accumulation of forty (40) Professional Development Points (PDPs) which have been certified and submitted to the Personnel Department.

All courses must be work-related and must be pre-approved by the Executive Director of Human Resources or designee at least ten (10) days prior to beginning the college or university course. Pre-approval is not required for other courses or workshops.

Name of College/University or Internal Workshop	Course Name or Workshop	Course Number	Course Date From	Course Date to	Credit or Hours	Salary Lane Credit	Education Stipend

Upon completion of the course or workshops, all documentation, including transcripts, certification, or other evidence of satisfactory completion of the course, shall be provided to the Office of Human Resources to support eligibility for the educational stipend. The deadline for submission of the documentation is October 31st. No salary credit will be given for courses offered or required during regular working hours, or for courses taken when the employer is compensating the individual for the time required to take the course.

College courses may be accumulated and applied towards either a salary lane adjustment or towards the educational stipend. **Credits earned cannot be applied or counted towards both a salary lane adjustment and the educational stipend. The family liaison shall stipulate whether they wish specific credit(s) earned to be applied towards a salary lane adjustment, or, toward the educational stipend at the time credits are submitted to the Office of Human Resources.**

I hereby request approval of the activities described and certify that this information is correct.

Signature of Applicant

Date

Human Resources Pre-Approval

Signature

Date