

Educational Development Program

Step 1: Confirm Your Eligibility

You may participate in the Educational Development Program if you:

1. Are a full-time classified employee and have completed your 6-month probationary period, and
2. Were hired on or after July 1, 2016, and
3. Are not grandfathered under Article 27.2

Eligible employees may earn **up to four (4)** Educational Development stipends during their employment.

Step 2: Submit the Enrollment / Pre-Approval Form (*Before You Start*)

Before enrolling in or beginning any course or program, you must:

1. Complete the **Educational Development Enrollment / Pre-Approval Form**
2. Attach required documentation (e.g. degree Plan)
3. Submit the form to Human Resources for review
4. Receive approval **before** the first day of the course

Important:

Courses that are not preapproved are **not eligible for payment**.

Step 3: Complete Approved Coursework

To qualify for payment, you must complete:

1. **15 semester units** of approved coursework
2. Courses must receive a **grade of "C" or better** (if graded)

Note:

- ✗ Audited courses are NOT allowed
- ✗ Internships, work experience, or credit by exam are NOT allowed
- ✗ Activities completed on **released time or during work hours** are NOT eligible

Step 4: Submit the Declaration of Plan / Program Completion Form (*After Completion*)

Once you complete all approved coursework:

1. Complete the **Declaration of Plan / Program Completion Form**
2. Attach required documentation (e.g., transcripts)
3. Submit the form to **Human Resources** for verification

Note:

Obtaining transcripts or proof of completion is the **employee's responsibility**

Payment Information

After meeting **all requirements**, you will receive:

1. **Payment of \$1,500** for each approved 15-unit completion
2. Payment will be processed within **45 working days**
3. Educational Development payments become a permanent part of your employee record