

Housing Authority of the County of Stanislaus

Educational Experience Approval Log

It is the employees responsibility to retain a copy of the Educational Approval Log and to inform their supervisor when they complete the approved class.

Employee Name: _____

Date: _____

Classes to be taken and where	# of units or hours	Class Dates	Reason for taking class	Supervisor Approval	Executive Director Approval for Education Plan increase
					<input type="checkbox"/> yes <input type="checkbox"/> no
					<input type="checkbox"/> yes <input type="checkbox"/> no

EDUCATIONAL INCENTIVE PLAN

Educational Incentive Plan: Each employee is entitled to an additional one and one half percent (1.5%) base salary increase on the first day of the month following the satisfactory completion of an approved training unit. A training unit consists of the satisfactory completion by an employee on his/her own time of either the equivalent of any approved, job-related, three (3) units semester course in any accredited community college, college, university, or business school or the verified completion of thirty-two (32) hours of an accredited training course, community service class, or seminar that is job-related. The term "approved training plan" shall mean a training plan developed by and between each employee and his or her immediate supervisor which has been approved by the Executive Director and which identifies each employee's job-related training program. The development of an approved training plan may be initiated by each employee's immediate supervisor or by each employee upon written request to his or her immediate supervisor with a copy to the Executive Director.

"Satisfactory completion of a training unit" shall mean a grade of "C" or better or obtaining a course "certificate," verifying completion. An employee satisfactorily completing a training unit as defined above shall be entitled to an additional one and one half percent (1.5%) base salary increase on the first day of the month following satisfactory completion of a training unit, subject to the condition that no employee shall be paid more than three percent (3%) base salary increase pursuant to the educational and training incentive pay plan in any one fiscal year. In the event evidence of successful completion is received after 60 days from completion of the class then the increase will be effective the first of the month following receipt of the course verification. No employee shall be entitled to more than a total of seven and one half percent (9%) base salary increase (effective 10/01/2007) attributable to educational incentive pay in his or her current job classification inclusive of all educational and training incentive pay earned. Employees shall have the option of receiving reimbursement for books and tuition upon successful completion of course work or receiving one half (½) of that amount at the commencement of course work and the remainder upon successful completion of the course work. If employees choose the latter option, they shall reimburse the Authority for all funds advanced by the Authority within thirty (30) days of withdrawal or unsuccessful completion. The Authority's obligation for books and tuition shall be limited to a maximum of \$1000.00 per employee in any calendar year.

Procedures for receiving expense reimbursement and base salary increase: Submit a copy of this form signed by your supervisor and the Executive Director, a copy of your grades, and a check request to Finance to receive class expense reimbursement. For base salary increase submit a copy of this form signed by your supervisor and the Executive Director and a copy of your grades to Personnel for processing.