

CHARLOTTE COUNTY PUBLIC SCHOOLS, FLORIDA

INCENTIVE PAY REQUEST

EMPLOYEE _____ **SCHOOL/DEPT.** _____

PERSONAL ID # _____ **JOB TITLE** _____

Incentive awards are paid to classified employees who obtain training directly related to their job responsibilities. To qualify for the Level I incentive, an employee must meet the following criteria:

1. All courses or in-service must be approved through the district Human Resources office, based on recommendations by a committee composed of CCSPA and administrators. Courses and in-service attended during the workday must also be pre-approved by the supervisor.
2. Thirty (30) clock hours of course work or in-service is required. There is no time limit for the accumulation of these hours.
3. Only job-related course work or in-service will qualify.
4. Official verification of successful completion must be provided.
5. Course work/in-service funded by the school district will be considered if all other conditions are met.
6. Once Level I has been achieved, the hourly supplement will remain a permanent part of the hourly salary.
7. As soon as you have completed the qualifying coursework of 30 hours, submit this form and backup (certificates, transcripts, etc.) to Human Resources. The incentive pay will become effective the date the final coursework was completed.

Are you currently receiving incentive pay? _____ YES _____ NO

To determine your eligibility, please answer the following questions:

1. What is the official title and number of the course in which you are planning to enroll? _____
2. Through what school will this class be offered? _____
3. What are the beginning and ending dates of this class?
Beginning date _____ Ending date _____
4. How many class hours will this class meet? _____
5. How is this class directly related to your job responsibilities? _____

I certify the above information is correct and accurate.

Signature _____

Date _____

Supervisor Signature _____

Date _____

Completed application should be submitted to the Human Resources Office. #0005 rev 1/14