

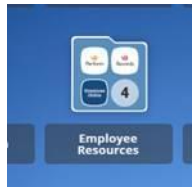
## CCPS Instructional Employee Advanced Degree Incentive

### In accordance with the Collective Bargaining Agreement with CFEA:

20.16.1 Advanced Degree Employees who attend a certified, state-recognized, accredited college or university for the purpose of achieving an advanced degree in the employee's field of certification or that directly relates to the employee's instructional responsibilities shall, at the option of the Superintendent, be compensated as follows:

- Upon completion of one-half of the course requirements and the submission of acceptable proof of such completion, a total sum of \$500.00 will be paid to the employee.
- Upon satisfactory completion of the course requirements and the submission of acceptable proof of such completion, the employee's salary will be adjusted to the appropriate level of the salary schedule to reflect such achievement if the employee also:
  - Initiates the advanced degree program after full-time, regular employment in the Charlotte County School System
  - Places on file with the Assistant Superintendent for Learning a copy of the approved degree program from the college or university attended by the employee
  - Completes satisfactorily the course requirements so that an effective contribution can be made to the educational program of the Charlotte County schools

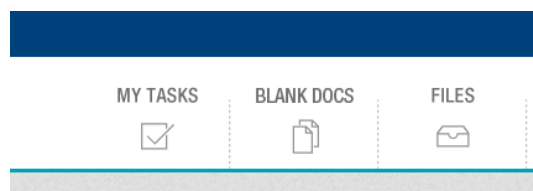
### Locate the Employee Resources folder in ClassLink



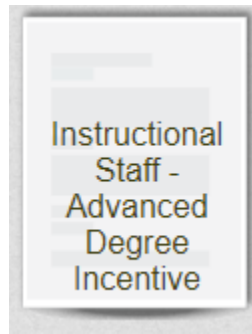
### Log in to RECORDS (single sign on process)



### Select Blank Docs



## Select Instructional Staff – Advanced Degree Incentive



Complete form, upload College Transcript, then SAVE FINAL

### ATTACHMENTS

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College Transcript \*

[Upload a file](#)

Please Click to View/Hide the Workflow

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**Current User**  
ADRIENNE MCELROY

**Date**  
5/7/2020

**Signature \*** [Click Save Final to move onto the signature step to sign the form](#)

I have read and accept the [Electronic Signature Statement](#) \*

[CLOSE](#) [PRINT](#) [PRINT AS PDF](#) [SAVE DRAFT](#) [SAVE FINAL](#)