

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. June 30 is the deadline for submission of proof of completion. In order to receive the Level I supplement for the subsequent school year.

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 _____

Completed application should be submitted to the Human Resources Office.