



SOUTH KITSAP SCHOOL DISTRICT

SEIU Education Recognition Pay Request Form

Section 7.1.11 – Education Recognition. Employees who provide official documentation of a completed bachelor's degree or higher or equivalent degree shall be eligible to receive an additional \$0.25 per hour in compensation in addition to the employees' wage as listed on Schedule A. Payment will begin on the first of the month in which official transcripts/documentation is received. If graduation is conferred after the first of the month in which official documentation is received, the conferred date will be used.

Criteria to receive Education Recognition Pay:

1. **Completed Bachelor's degree or higher or equivalent degree** (180 quarter credits / 120 semester credits = 8000 classroom hours)
2. **Submit Official Transcript and/or valid Journeyman Licensing with completed Education Recognition Pay Request form to your Human Resources Specialist for approval review.**
3. **Include Official Transcript and/or valid Journeyman Licensing with Education Recognition Pay Request Form**

Name (Last): _____ (First): _____

Phone: _____ District email: _____

Job Classification: _____ School/Loc: _____

Employee Signature: _____ Date: _____

Education Recognition Pay Request for:

- ☐ Bachelor's Degree (BA, BSc, BFA, BAS, BBA, BArch) ☐ Master's Degree (MA, MS, MBA, MFA, LLM, MPub)
- ☐ Doctoral Degree (PhD, JD, MD, DDS, EdD)
- ☐ Trades Apprenticeship / current valid Journeyman Licensing, which includes 8000 hours apprenticeship
- ☐ Other country postsecondary education degree that is the equivalent of a U.S. bachelor's degree or higher.

Human Resources Use Only

☐ Approved Date sent to Payroll Department for processing: _____

☐ Denied Reason for denial: _____

HR Specialist Signature: _____ Date: _____