



Educational Achievement Recognition Administrator Request Form

Name: _____ **Employee CWID:** _____

Current Position Title: _____ **Min Degree Required:** _____

Per Chapter 8.21 through 8.24 of the AMA Handbook, an administrator may request to receive Educational Achievement Recognition for education credits beyond the minimum required for their position as follows:

- An administrator who successfully completes 36 semester units from an accredited institution subsequent to the attainment of the minimum degree required for their position shall be placed on Tier 2 of the salary schedule, reflecting compensation up to \$3,384 annually (\$282 per contract month).
- An administrator who successfully completes 72 semester units from an accredited institution subsequent to attainment of the minimum degree required for his/her position shall be placed on Tier 3 of the salary schedule, reflecting compensation of up to \$6768 annually (\$564 per contract month).
- An administrator who earns a doctorate degree from an accredited institution shall be placed at not less than Tier 2 of the salary schedule.
- The maximum placement shall be Tier 3, irrespective of additional earned educational units beyond 72 units.
- Official transcripts documenting successful completion of the additional course work are required to be submitted at the time of this request. It shall be entirely the administrator's responsibility to submit the required documentation. Upon receipt and verification, the stipend shall be effective the first of the month following submission and shall not be made retroactive.
- Stipend eligibility shall be recalculated following assignment or appointment to a new position or classification requiring a different level degree; except, when assigned or appointed to a classification assigned the same pay range, stipends earned shall not be withdrawn.

An unopened official transcript or copy of an electronic transcript request documenting my educational credits from an accredited institution is attached. Electronic transcript requests should be delivered directly to the District Office of Human Resources for processing. I understand my request will not be processed until all documentation has been submitted and verified.

Employee Signature: _____ Date: _____

FORWARD to DISTRICT OFFICE OF HUMAN RESOURCES

DISTRICT OFFICE OF HUMAN RESOURCES USE ONLY

Tier Placement: _____ Effective Date: _____

District HR Staff _____ Date _____

Director/Vice Chancellor, HR _____ Date: _____

c: District Budget Office

CAMPUS PERSONNEL USE ONLY (optional)

Number of "Beyond Minimum" Credits attained by the Administrator (Sem Unit Equivalent): _____

Campus Personnel _____ Date _____