



## Joint Message Department of Human Resources FWEA

**To:** All FWEA-ESPs  
**CC:** All Principals

**From:** Diane Ellis, Interim Chief Human Resources Officer  
Shannon McCann, FWEA President

**Regarding:** Annual Educational Stipends

As part of our negotiated agreement, FWEA-ESP staff are eligible for annual education stipends. For the 2022-23 school year, the deadline for submission of transcripts will be February 5, 2023. Official transcripts must be submitted to Human Resources and the stipend will be paid on the February paycheck. The degree must have been awarded by October 1. For those who already have their transcripts on file, the stipends were on the November paycheck.

Staff members covered by the FWEA-ESP CBA will be eligible for the following annual education stipends for the 2022-23 school year:

1. Associates Degree: \$791.25
2. Bachelor's Degree or higher: \$1318.75

For staff members who start after September 1 and qualify for the stipend, the amount will be prorated based on the number of days worked.

For staff who are scheduled for fewer than four (4) hours per day, the amount of the stipend will be prorated based on the number of hours scheduled daily.

Staff members with who have not yet earned a Bachelor's degree are eligible to receive up to \$200 reimbursement annually for tuition for a completed credit-bearing class at an accredited college or university. Transcripts for this annual reimbursement can be sent to [HR@fwps.org](mailto:HR@fwps.org).

**Next Steps:** If you qualify for an education stipend, and you don't already have the transcript on file, you will need to have them electronically sent directly from the college or university to [HR@fwps.org](mailto:HR@fwps.org) by February 5, 2023 in order to receive the stipend. You may also bring official transcripts to HR. For the purpose of this stipend, official transcripts are those on security paper with the registrar's signature.

If you are unsure if your official transcripts are already on file with HR, you can send an email to [HR@fwps.org](mailto:HR@fwps.org) requesting that we verify that they are in your file.

Please note, transcripts uploaded to the electronic application system are not considered official. If you have a transcript from an institution outside of the United States, your transcript will need be evaluated by the [National Association of Credential Evaluation Services](#) or [Institution of Foreign Credential Services](#).

Thank you all for your hard work in service of our scholars, families, and staff! If you have any questions, please don't hesitate to ask.

Diane and Shannon

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