**Department of Human Resources**

**Purpose:** Share finalized agreements regarding Education Stipends for FWEA-ESP staff

**Action Required:**If eligible, submit official transcripts to HR by March 1, 2019

**To:**   FWEA-ESP Staff

**From:** David Brower, Chief Human Resource Officer

Shannon McCann, FWEA President

Chuck Hurt, Puget Sound UniServ Representative

**Regarding:** Education Stipends

Team,

As announced previously, this year the bargaining teams agreed to establish education stipends for FWEA-ESP Staff.  As announced at ratification, representatives from the district and association met to determine eligibility and amount of the stipends.

The association and district have agreed to the following:

Beginning in the 2018-19 school year, staff members covered by the FWEA-ESP CBA will be eligible for the following annual education stipends:

         Associates Degree:      $750

         Bachelor’s Degree or higher: $1250

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.

For 2018-19 school year, official transcripts must be submitted to Human Resources by March 1, 2019 and the stipend will be paid on the member’s May paycheck.

Beginning in the 2019-20 school year, the degree must be awarded by October 1.  Official Transcripts must be received in Human Resources by October 25.  The Stipend will be paid on the November paycheck.

The parties additionally agree that 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.

**Next Steps:**If you qualify for an education stipend, you will need to send or bring in official transcripts to HR by March 1, 2019 in order to receive the stipend in May.  For the purpose of this stipend, official transcripts are those on security paper with the registrar’s signature. Official transcripts can also be sent electronically directly from the college or university to HR@fwps.org.  If you believe your official transcripts are already on file with HR, you can send an email to 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](http://www.naces.org/) or [Institution of Foreign Credential Services](http://ifcsevals.com/evaluations/).

Thank you for all your service and we are excited to implement this agreement to honor your education. Please let us know if you have any questions.

Shannon and David