

Application for Educational Stipend Cambridge Educational Association Unit E (Paraprofessionals)

Cambridge Public Schools Office
Office of Human Resources
159 Thorndike Street
Cambridge, MA 02141

First Name

Last Name

School

Grade

Subject

Effective September 1, 2016, unit members are eligible to receive an educational stipend of one hundred twenty-five (\$125.00) for each successfully completed unit of staff training which has been approved by the Principal or supervisor prior to the unit member starting the course, up to a maximum stipend of six hundred twenty-five dollars (\$625.00). The stipend shall be paid annually in December of each year based on documentation of successfully completed staff units of training as of October 31st of the same year.

Courses to be Applied Towards Credit or Educational Stipend

A staff unit of training is defined as follows:

1. One (1) university, college, junior college or community college level course of three (3) credit hours.
2. Two internal courses or workshops of at least ten (10) hours each, offered by the school department for Paraprofessional Increment Credit, and taken after regular working hours and outside of the pool of 35 hours required for professional development that is required by Article 6, subsection B(2) of the collective bargaining agreement between the parties.

Name of College/University Or Internal Workshop	Course Name Or Workshop	Course Number	Course Dates from:	Course Dates to:	Credit Or Hours	Salary Lane Credit	Education Stipend

Upon completion of the course or workshops, all documentation, including transcript, certification, or other evidence of satisfactory completion of the course, shall be provided to the Office of Human Resources to support eligibility for the educational stipend. The deadline for submission of the documentation is October 31. No salary credit will be given for courses offered or required during regular working hours, or for courses taken when the employer is compensating the individual for the time required to take the course.

Courses and internal workshops accorded Paraprofessional Increment Credit may be accumulated and applied towards either a salary lane adjustment or towards the educational stipend. Credits earned cannot be applied or counted towards both a salary lane adjustment and the educational stipend. **The paraprofessional shall stipulate whether s/he wishes specific credit(s) earned to be applied towards a salary lane adjustment, or, toward the educational stipend at the time credits are submitted to the Office of Human Resources.**

I hereby request approval of the activities described and certify that this information is correct.

Signature of Applicant

Date