

COMPENSATION GUIDELINES FOR MASTER'S DEGREE ATTAINMENT

A one-time stipend of fifteen thousand, seven hundred fifty dollars (\$15,750.00) will be paid to teachers employed by the Cleveland Metropolitan School District (CMSD) at the time of ratification of the current collective bargaining agreement, who have and were enrolled in an eligible degree program prior to February 1, 2013.

Teachers submitting a request for this one-time stipend must be receiving their first master's degree while employed as a teacher in CMSD. Teachers who were already paid for obtaining a masters degree in the previous pay schedules are not eligible for this payment.

This one time stipend will not be paid or does not apply to teachers whose degree is paid in part or whole by the Alternate Licensure Program via Race To The Top, nor for those who were hired after the 2012-2013 school year.

To receive this compensation in the form of a one-time payment of \$15,750.00, the candidate must submit the following verifying documents on, or before the deadlines listed below:

1. Submit original, sealed, official college transcripts **beginning April 1, 2014 and no later than June 15, 2014.** This transcript will be used to verify initial program enrollment prior to February 1, 2013.
2. Transcripts must clearly indicate/identify program enrollment or additional documentation that verifies that the teacher is/was in the program.
- 3. Program must be completed on, or before August 31, 2016.**
4. Upon receiving the Master's Degree, the candidate must submit a copy of the degree along with a sealed, official transcript that indicates that the degree has been conferred. Both documents must be submitted together to Human Resources on, or before August 2016.
5. Compensation in the form of a one-time payment of \$15,750.00 will be paid on, or before the last pay in October or March that follows receipt of the required degree verification documents.
6. A Document Submission Receipt will be provided for each teacher upon receipt of both a copy of the degree and official, sealed transcripts that indicate the degree has been conferred.
7. Degree verification and, or official transcripts must be submitted in person by the document's owner to the Human Resources Department, to the attention of Maria Monroig.
8. Questions or concerns should be sent to the attention of Maria Monroig, Director of Employee Services.

Masters Program Verification Form

Name _____ Job Title _____

College/University _____ Enrollment Date _____

Program _____ Graduation Date _____

Teachers submitting a request for this one-time stipend must be receiving their first master’s degree while employed as a teacher in CMSD. Teachers who were already paid for obtaining a masters degree in the previous pay schedules are not eligible for this payment. By signing this form, I attest that on, or before February 1, 2013, I was enrolled in the program identified above. I have read and understand the requirements and Compensation Guidelines for Master’s Degree Attainment. Along with this form I am submitting the following verification materials:

- **Original, Sealed, Official College Transcripts**
- **Copy of Conferred Degree**
- **Original, Sealed, Official College Transcripts will not be accepted without a copy of the Conferred Degree.**

Employee Signature _____ Date _____

Submission Receipt

The bottom portion of this page serves as confirmation of the receipt by the Human Resources Department. Original, Sealed, Official College Transcripts will not be accepted without a copy of the Conferred Degree.

Signature _____ Date _____

The Employee Services administrator receiving these documents will keep this original document and provide a signed copy for the employee at the time of receipt.