



Emery County School District

Application for Classified Employee Education Incentive

Employee Name: _____ Position: _____

Work Location: _____

Name of Degree or Certification Program: _____

Name of School or Institution: _____

Requirements

- Completion of a degree or certification program that requires a minimum of 6 months education or training
- If the classified employee is in an education program that only offers a Bachelor's degree and have completed over 50% of the required credits, consideration may be given even without a degree or certification. Evidence of employee's progress in the program would be required (example: an unofficial transcript).
- The degree or certification must be directly related to current position and job duties
- The degree or certification must be additional to the minimum education required for the position

Documentation / Evidence

The following documentation or evidence is required. Any missing documentation will result in the application being returned. Please attach the requested information to this application.

1. **Program Length:** Provide verifiable evidence demonstrating that the degree or certification program meets the requirement of a minimum of 6 months of study and/or training.
2. **Completion:** Provide an official transcript or certificate of completion for the degree or program. The document must show clear, verifiable evidence of completion. The completion of multiple smaller programs that add up to 6 months of study or training will not be accepted.
3. **Job-Related:** Please include a narrative description of how this degree or certification is directly related to your current position & responsibilities.
4. **Minimum Education for Position:** Please include a brief narrative description of how your degree or program meets the requirement of being additional to the minimum required education for your position. For your reference, the reverse side of this application includes the minimum required education for each position.

Signature: _____ Date: _____

Employees should submit their application & supplementary documentation to the Business Office. A committee of Classified Employees will review all applications. The committee will contact employees if any additional information is required. Qualifying employees will be moved one grade higher on the Classified pay scale.

Minimum Education Required by Position

Accounts Payable Specialist	High School Diploma + 2 Years
Adult Education Instructor	Bachelor's Degree / Teaching License
Bus Driver	High School Diploma
Classroom Facilitator	High School Diploma
Custodian	High School Diploma
Educational Assistant	High School Diploma
Head Custodian	High School Diploma
Maintenance Worker	High School Diploma + 1 Year
Mechanic	High School Diploma + 1 Year
Payroll & Accounting Specialist	High School Diploma + 2 Years
Preschool Assist Teacher	High School Diploma
Preschool Lead Teacher	High School Diploma
School Food Services Manager	High School Diploma
School Food Services Lead Cook	High School Diploma
School Food Services Cook	High School Diploma
School Technology Assistant	High School Diploma
Secretary I or II	High School Diploma
Supervisor of Buildings & Grounds	High School Diploma + 2 Years
Supervisor of School Food Services	High School Diploma + 2 Years
Supervisor of Technology	Bachelor's Degree or Equivalent
Supervisor of Transportation	High School Diploma + 2 Years
Technology Field Technician	High School Diploma + 2 Years
Technology Specialist	Bachelor's Degree or Equivalent
Warehouse Worker	High School Diploma
Work Based Learning Coordinator	Bachelor's Degree or Equivalent