

**DOCUMENTATION FORM/PAYROLL INFORMATION
RELATED TO CAREER DEVELOPMENT SUPPLEMENTS**

Semester/Year

Employee Name _____ Center _____

Payroll supplement of \$ _____ requested on next payroll check determined practical or on _____ (state month) payroll. I certify the qualifications below and documentation is attached or has been provided to the Head Start Office. Please check all that apply. Note: All categories are subject to fund availability and prior approval. Any materials provided, fees paid are subject to recovery if the employee leaves employment without return of materials or completion of course work prior to resignation/termination.

Detail method if not attached. _____

Staff Signature

Social Security Number

Date

Approved by: _____ Training Manager _____ Head Start Director _____ Date
--

_____ I am a regularly scheduled employee who is committed to a career with Sequatchie Valley Head Start. Generally, employees must be past introductory probation (6 months) and must be performing adequately. Please check one of the following:

- _____ seeking a CDA credential
- _____ taking course to renew CDA credential
- _____ seeking an Associate of Applied Science Early Childhood Degree
- _____ seeking an Bachelor Degree in Early Childhood Degree
- _____ taking course to renew teaching certification
- _____ taking courses that will qualify me as a teacher with a related degree

_____ I completed a remedial class in _____(specify semester). The agency has agreed to reimburse or advance class fees for one remedial class per semester with prior management approval. Head Start funds are used only after other funding sources, such as self sufficiency pell grants, are considered utilized. Preference given to English/Reading remedial courses and to those individuals in a supervising position. Remedial class fees and book may be directly charged to agency with **prior approval** from Training Manager, after completion of agreement to repay fees if course is not completed or employment ends before semester is complete. Do NOT request advance course fees if a Pell grant covers these expenses.

_____ I completed a three (3) hour credit course in _____ (specify semester) as part of the TECTA program and earned a satisfactory grade, C or better. I qualify for a \$106 pay supplement. Release time within the scheduled work week only, mileage claims or agency vehicle use, and book supply **may** be allowed with management approval.

_____ I completed at least one three (3) hour credit course (not remedial) as part of an approved training plan and earned a satisfactory grade C or better required in Early Childhood or Human Services major courses, passing in others and qualify for a \$400 pay supplement for the _____ semester. A copy of my qualifying grade report and up-to-date transcript, along with course information related to my plan, has been provided to the Training Manager. When practical, schedules will allow for class attendance and books may be purchased or available for loan. Books purchased by agency become agency property and must be turned in order to receive supplement. Course may be related to qualifying six (6) courses needed for related degrees.

Special arrangements may be made to advance funds,(for use as tuition or mileage reimbursement) based on employee need. Do NOT request advance fee if a Pell grant or scholarship covers these expenses.

_____ I earned a CDA and am eligible for a pay increase of .96 cents per hour. I will receive the .96 cents per hour until I reach the next step in my education process such as completion of Early Childhood Education degree.

_____ I have completed over 50% of the course requirements for an Early Childhood Education degree and am actively seeking a degree (must take at least one 3 hour course per calendar year). I should receive an additional \$1.07 on my hourly base rate the next pay period. Detailed transcript analysis required to indicate 50% completion and must be signed by college advisor and/or Training Manager. Hourly rate will include the additional \$1.07 per hour while pursuing degree. When the Early Childhood Education degree is earned, then the hourly rate will increase to \$3.03 per hour. The \$3.03 rate also includes, the add on for completing 50% of the course requirement, and if applicable the add on for a CDA.

_____ I am a staff member meeting all current job educational requirements, and am requesting tuition reimbursement for a computer, nutritional/food service, or special education course that will increase my job effectiveness. Provide details for approval by management.

_____ I have earned an Associate of Applied Science Early Childhood Education degree and my hourly base rate will include an educational supplement of \$3.03 per hour (which includes the CDA, if applicable).

_____ I have completed 3/4 of the course requirements for a four year degree in Early Childhood and am actively seeking a degree (must take at least one 3 hour course per calendar year). I should receive an additional \$1.52 on my hourly base rate the next pay period. Detailed transcript analysis required to indicate 3/4 completion and must be signed by college advisor and Training Manager.

_____ I have a four year related college degree which earns me an additional (see below for example) on my hourly base rate.

Teacher Pre K - Certified	\$7.41
Teacher Pre K - Not Certified	\$6.44
Assistant Teacher Pre K - Certified	\$6.39
Assistant Teacher Pre K - Not Certified	\$5.42

2007-08 Chart for Education (additional amounts to be added)

0.96	CDA
0.96 + 1.03	½ to degree with CDA
1.03	½ to degree - no CDA
3.03	2 year degree in ECH
3.03 + 1.52	¾ way to a 4 year degree in ECH with a related 2 year degree
3.03 + 1.52 + 0.87	Related 4 year degree
7.41	4 year degree with certification in Pre-K

**Note! Some Staff positions have credit given for partially applicable degrees.
This is not the same as having a “related” degree which is dealing with early childhood.**