

Application for Payment of Credit Hours

Support staff participating in C-RCS approved inservice courses which meet the criteria per the CRESPA contract will receive \$50 permanently added to their base salary upon successful completion of one (1) inservice credit for each 15 clock hours. Courses will be credited in 15 hour increments and may be accumulated in amounts of no less than two hours at a time.

College/Organization	Course Number & Name	Clock Hours	Date Earned

In accordance with the current contractual agreement, the above courses received prior written approval from the Superintendent of Schools; I have successfully completed the same and hereby apply for salary credit.

(Date)

(Signature of Employee)

Approved by:

(Date)

(Superintendent of Schools)

COPY TO:

- ☐ Employee
- ☐ Payroll Clerk
- ☐ Personnel File

For Office Use Only:

Effective date-- _____

Previous Credit Hours _____ @ \$50/year

Current Credit Hours _____ @ \$50/year