

## REQUEST FOR ENRICHMENT TRACK STIPEND

*On the completion of 40 Continuing Education Units, submit this form along with a CEU Responsibility Log listing your CEUs and documentation of your completion of the CEUs. Upon approval a \$.30 stipend will be granted. A copy of these forms will be returned to you and a copy of the stipend request/approval will be kept in your personnel file in Human Resources.*

**Name:**

\_\_\_\_\_ EE# \_\_\_\_\_

**Completed probationary period?**

\_\_\_\_\_ Yes \_\_\_\_\_ No

**Current Job Title:**

\_\_\_\_\_

**Length of Time in Current Position:**

\_\_\_\_\_

**Have you changed positions  
while earning submitted CEU's?**

\_\_\_\_\_ Yes \_\_\_\_\_ No

**Date CEU's Were Completed:**

\_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

### ***To be completed by Human Resources***

Enrichment Track Responsibility Log Attached: \_\_\_\_\_ Yes \_\_\_\_\_ No

Documentation of CEU's Attached: \_\_\_\_\_ Yes \_\_\_\_\_ No

Employee Meets Requirements: \_\_\_\_\_ Yes \_\_\_\_\_ No

Date of Last Enrichment Track Stipend: \_\_\_\_\_

Current Hourly Pay Rate: \_\_\_\_\_

Current Grade/Step: Grade \_\_\_\_\_ Step \_\_\_\_\_

Enrichment Stipend Amount: \_\_\_\_\_ *This amount will be added to your hourly rate of pay.*

**This employee is eligible for the Enrichment Track Stipend**

\_\_\_\_\_

HR Signature

\_\_\_\_\_  
Date

Effective Date: \_\_\_\_\_