




# EDUCATIONAL INCENTIVE FAQS

How do I begin the process?


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- Review the Educational Incentive Program Guidelines, Workflow, and Timeline found [here](#).
  - Follow the steps outlined in the [Educational Incentive Workflow](#)

How do I know if a certain class meets the criteria for the Ed. Incentive



You can find the guidelines in the form [here](#)

Where do I get the forms and guidelines?



Forms can be found in the **Employee Resources** section of the Human Resources web page or by clicking [here](#).



**Who do I send the application to after securing all signatures?**



After obtaining the necessary signatures, applications should be sent to your assigned HR Specialist.

- Cynthia Carreno [A-K]
- Alfredo Farah [L-Z]

**Who will notify me when my application is approved and I can attend the class?**



Your HR Specialist will notify you once the HR Director has approved your application

**Do I need to submit one application per course?**



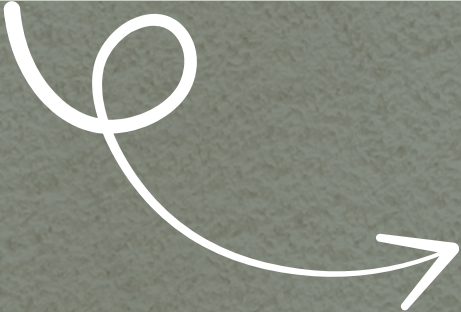
Yes, the application and approval process has to be followed for each course as they have to be evaluated individually.

**Who has to approve and sign the forms?**



- Direct Supervisor & Area VP (only if class is during work hours)
- HR Director

**Who is responsible for securing the signatures?**



- The employee who is applying is responsible for securing all signatures



**What if my supervisor is on leave, who do I send my application to?**

- Please work with the designated person left in charge of supervisory duties to complete your application

**Can I start my class if I only secured my supervisor's signature?**

- No, all signatures must be secured and approval from HR must be obtained.
- If a class is taken without the proper approvals it will not count towards the 12 units needed for the Salary Advancement.

**When do I submit the Salary Advancement form?**

Salary Advancement forms should be submitted upon completion of 12 units of approved coursework.

**When will I start to see the extra pay on my check?**


- Salary advancement becomes effective the first day of the month following submission of the salary advancement request, and will begin to be paid at the end of the effective month.



**I have completed more than 12 units for this Salary Advancement. Can I carry over difference to my next Ed Incentive?**

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- Yes, credit in excess of the equivalent 12 units may be used for a subsequent Educational Incentive

**I am a new employee. Is there a waiting period after getting hired to start working on Ed Incentives?**

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- There is no waiting period.
  - New employees can start working towards their first Educational Incentive as soon as they are able to take a class.

**Can I use coursework taken previously and apply it to the unit requirement?**

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- No, as the courses need to be pre-approved with an educational incentive application on file

