



EDUCATIONAL INCENTIVE TRAINING & FAQs

[Visit Our Website](#)
[HR- Employee Resources](#)

What is it?

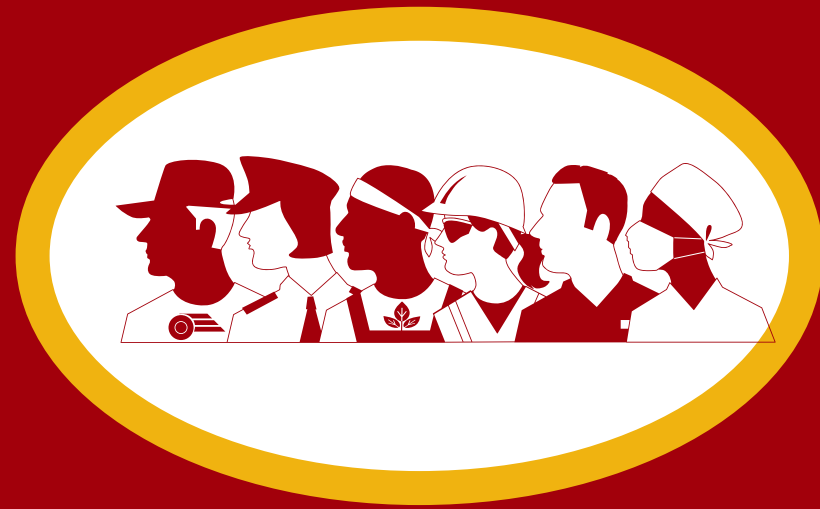
The Educational Incentive Program provides employees with a monthly stipend equivalent to a one-range increase on the salary schedule, which can be earned up to three times.

It impacts your monthly paycheck and your retirement! *

**Current CalPERS guidelines allow special compensation to factor into the retirement formula, subject to change per CalPERS regulations.*



Who Can Participate?



CSEA

CSEA Bargaining Agreement
[Article 18](#)



Confidential

Confidential Handbook
[Section IX](#)



Administrators

SCCDAA Bargaining Agreement
[Article 12](#)
Classified Administrator Handbook
[Section VI](#)



Requirements

- To fulfill the requirements of the Educational Incentive Program and advance on the salary schedule, an employee must complete the equivalent of twelve (12) semester units of college course work from accredited institution(s).
- For participation in approved activities for which units are not granted, an employee shall be granted one (1) unit of course work equivalency for each sixteen (16) hours of approved activities.



What courses and activities are considered job related?

- ❖ Skills to broaden **knowledge in current job and/or job family**
- ❖ **Communication** (i.e., Speech, Writing, English, etc.)
- ❖ **First Aid** Courses
- ❖ **Language** (ASL, Spanish, etc.) if applicable to their work area
- ❖ **Health & Wellness:** (Managing stress & anxiety, emotional intelligence and wellbeing, cultural competence, etc.)
- ❖ 3- Units of **PE**
- ❖ **Interpersonal** skills (i.e. Leadership, Management, Supervision, Psychology, Sociology, Organizational Leadership, Conflict Resolution, etc.)
- ❖ **District sponsored staff development** workshop as long as it is on the employee's own time.
- ❖ THIRD INCENTIVE ONLY: **Classes applicable towards a degree**



Possible “For Credit” Activities

01

College Course Work

02

Workshops

03

Conferences

04

Seminars

05

In - Service Programs
(District Sponsored)



Approvals

- To receive credit, the participant must receive prior approval through the NeoEd system in [MySWC](#).
 - Course/Activity **occurs during work hours:**
 - Immediate supervisor → area ASVP → Human Resources
 - Course/Activity **DOES NOT occur during work hours**
 - Reviewed by HR Specialist and approved by HR Leadership
 - [SWCCD/CSEA MOU](#)



Timelines & Documentation



Employee

- Employee must submit a completed application in NeoEd a minimum of 2 weeks prior to the start of the course or activity.
- Requests filed less than 2 weeks notice will be approved at the discretion of HR. Decision is not grievable.



Attachments

- **WORKSHOPS & SEMINARS:** attach an uploaded screenshot / description of the activity, which includes the start/end dates, times/hours/units, etc.
- **COURSES:** Include a screenshot or print out from the institution which identifies the course number system, grading, type of credit (semester/quarter/hours), dates, and any other material to interpret the official transcripts.



Supporting Information:

- ✓ Name of School / Organization
- ✓ Course / Activity Title
- ✓ Units/Hours
- ✓ Dates
- ✓ Description of the course/activity

SWC
Fall 2026
Schedule Details

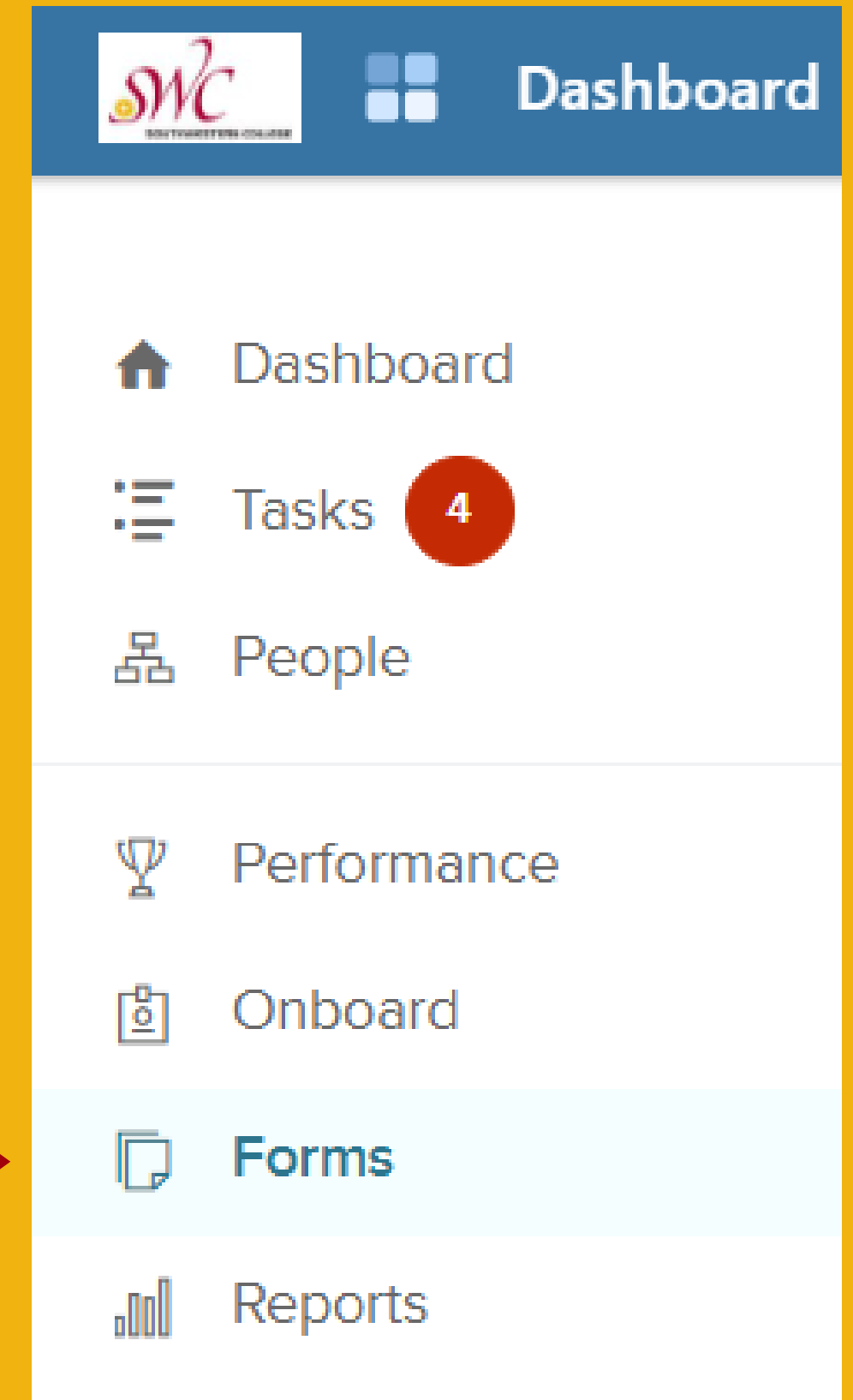
Status	Course Title	Credits
Registered, but not started	LDR-155-501: Strat Plan and Sustainability	3 Credits

Section Details	
LDR-155-501 Strat Plan and Sustainability Fall 2026	
Instructors	TBD
Meeting Information	Times TBD 10/19/2026 - 12/13/2026 Online, TBD (Lec-Distance Education)
Dates	10/19/2026 - 12/13/2026
Seats Available ⓘ	29 / 7 / 36 / 0
Credits	3
Grading	Graded
Requisites	None
Course Description	[Recommended Preparation: RDG 158 or equivalent or through the Southwestern College multiple measures placement processes.] Emphasizes strategic planning and sustainability as a requisite to the growth and survival of any institution. Consists of two components: (1) theoretical learning--processes, tools, and techniques of strategic planning; (2) practical application--design, skills, and techniques that make programs sustainable.[D]
Books	Bookstore Information




NeoEd - Forms

- Employees can access NeoEd through their [MySWC](#) portal.
- Click on the NeoEd Tile.
- Click "Forms."
- Select "Educational Incentive Program Application."
- Click "Start Process."



System Notification:

- After HR reviews an Educational Incentive Application, the employee receives an email through the NeoEd system stating whether the application has been approved or denied:




Dear [REDACTED]

Human Resources has reviewed your **Educational Incentive Program Application** for **PSYC 109**, and the Human Resources Operations Manager has approved your request.

A copy of your application is available on your Profile page under the **Documents** tab. To view it, go to: **Documents > 03 - Employment (HR File) > Educational Incentive Program > Applications.**

On behalf of the College District, we would like to thank you for your efforts to improve your relationships with students, instructors, other employees, and the public.

Yours in Service,
Human Resources




Dear [REDACTED]

Human Resources has reviewed your **Educational Incentive Program Application** for **LDR 151 Human Resources and Labor Relations**, and we regret to inform you that your application is not approved. Please login to [NeoEd](#) and review the form to view the reason. If you have any questions regarding the decision please feel free to email Tiffany Lawrence, Human Resources Operations Manager at tlawrence@swccd.edu.

A copy of your application is available on your Profile page under the **Documents** tab. To view it, go to: **Documents > 03 - Employment (HR File) > Educational Incentive Program > Applications.**

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Yours in Service,
Human Resources



Not approved?
Log into NeoEd
to review the
reason.



Application Not Approved? Next Steps:

- Review reason for denial in notification email or NeoEd system.
 - Most denials are due to errors or omissions in the employee's application. Simply resubmit a new application with the errors corrected.
 - If HR determined that the employee's proposal is not job related, the employee may appeal this decision to the Classified Employee/Employer Relations Committee (EERC). A majority vote of the committee can overturn the decision of HR.





Classes are over...now what?

SALARY ADVANCEMENT!

Once courses/activities are over, and the employee has reached at least 12 semester units of college course work (16 hours of approved activities is equivalent to 1 unit of course work), then it's time to submit the Salary Advancement Form via NeoEd!



Verification for Salary Advancement

Verification of Completion

- The employee is responsible to verify to the District the successful completion of any activity to be credited within Educational Incentive Program.
- After the forms and verification of units are received in HR the employee will be granted the one-range increment effective the 1st of the following month
- Incomplete applications may result in delay of salary advancement

What to Submit to HR

- Course work : unofficial or official transcript and any official documents from the institution which identifies the course number system, grading, unit of work, and any other material to interpret the official transcripts.
- Other approved activities : Proof of attendance must be submitted, including dates, hours, etc.



Frequently Asked Questions: Educational Incentive Application

Q: Who approves my Educational Incentive Application in NeoEd?

A: If the course or activity takes place outside of your regular working hours, the application is reviewed and approved or denied by Human Resources. If the course or activity takes place during working hours, your supervisor and Vice President must first approve your request to use vacation leave or adjust your work schedule. Human Resources will then review and approve or deny the application.

Q: I am on a waitlist for a class. Do I need to be enrolled before submitting my application?

A: No. Submit your application in NeoEd at least two weeks before the course start date. Enrollment is not required to obtain pre-approval.

Q: What classes or activities qualify for the program?

A: A list of pre-approved courses and activities, along with the Educational Incentive Program Guidelines, can be found [HERE](#).

Q: My application was denied. What are my next steps?

A: Most denials occur because the application was submitted after the deadline or because the supporting documentation did not provide sufficient information. If the denial email does not specify the reason, log into NeoEd and review the comments entered on the application by the HR Operations Manager.



Frequently Asked Questions: Educational Incentive Application

(CONTINUED)

Q: I am a new employee. Is there a waiting period before I can begin working toward an Educational Incentive?

A: No. There is no waiting period. New employees may begin working toward their first Educational Incentive as soon as they are able to enroll in an approved course or activity.

Q: Can I work on my coursework during my breaks or lunch?

A: No. You must complete your coursework or activity on your own time, using your own resources. Working on your incentive while at your workstation is not compliant with the program, even if you are on a designated unpaid meal break. However, SWC offers public wi-fi and computers in the library to which employees have access.

Q: Can I use one form to submit several courses or activities?

A: No. A separate Educational Incentive Application must be submitted for each course or activity so that each request can be evaluated individually.

Q: Human Resources denied my application because it was not considered job-related, but I disagree. What are my options?

A: You may contact CSEA for guidance regarding an appeal to the Employer/Employee Relations Committee (EERC). If the EERC determines that the course or activity qualifies, it may overturn Human Resources' decision. You are also welcome to contact the HR Operations Manager to discuss the denial.



Frequently Asked Questions: Salary Advancement Form

Q: How do I request a salary advancement once I have completed the equivalent of 12 semester units?

A: Log into NeoEd and complete the Salary Advancement Form. Attach your approved Educational Incentive Applications and documentation showing successful completion of each course or activity.

Q: What documentation can I submit as proof of completion?

A: For coursework, submit an official or unofficial transcript, along with any supporting documentation needed to interpret the transcript, such as course descriptions, unit values, grading information, or institutional explanations. For other approved activities, submit documentation showing attendance and completion, including dates, hours, and other relevant details.

Q: Do all courses and activities have to be completed within a specific timeframe to qualify for salary advancement?

A: No. Once an Educational Incentive Application has been approved and the course or activity has been successfully completed, it may be used toward a future salary advancement at any time. Many employees complete their salary advancements over several years.

Q: I submitted my Salary Advancement Form in NeoEd. When will my salary increase take effect?

A: Salary advancement becomes effective on the first day of the month following the successful submission and approval of the Salary Advancement Form and will begin to be paid at the end of the effective month. To avoid delays, ensure all required documentation is submitted with your request.



Frequently Asked Questions: Salary Advancement Form

(CONTINUED)

Q: If all my Educational Incentive Applications are already in NeoEd, why do I need to compile them for a Salary Advancement? Can't Human Resources access them?

A: Yes, Human Resources can access your Educational Incentive Applications. However, only you know whether you successfully completed each course or activity. Therefore, it is the employee's responsibility to submit a complete Salary Advancement Form with all required supporting documentation.

Q: I completed more than 12 semester units for this Salary Advancement. Can I carry over the excess units to my next Educational Incentive?

A: Yes. Credit earned in excess of the equivalent of 12 semester units may be applied toward a future Educational Incentive salary advancement.

Q: Can I use coursework that I completed before submitting an Educational Incentive Application?

A: No. Coursework and activities must be pre-approved through the Educational Incentive Application process before they can be counted toward Educational Incentive salary advancement requirements.

Q: Can I submit a Salary Advancement Form before I have completed all 12 units?

A: No. Salary Advancement Forms should only be submitted once you have accumulated the equivalent of 12 semester units (or the approved equivalent) and have all required supporting documentation available for review.

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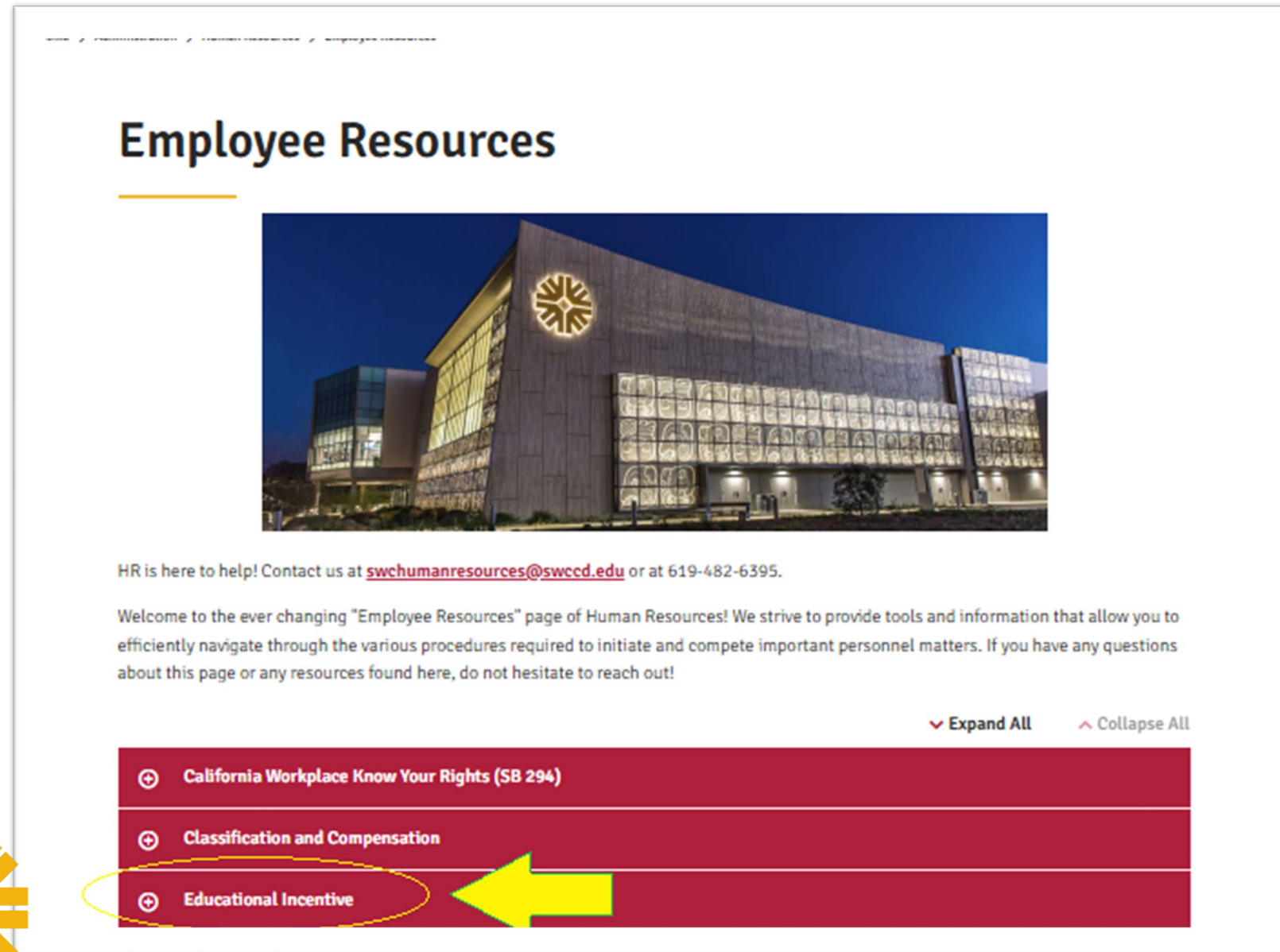
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Where to Find Assistance

Visit the Human Resources [Employee Resources](#) webpage!

There are several resources under Educational Incentive, including the [Educational Incentive NEOED eForms User Guide](#) to assist you with any technical questions you may have.



Still have questions?
Contact your union or your [HR specialist!](#)



References

- [Educational Incentive Program Guidelines](#) (Governing Board Approved August 6, 1987, revised July 2024)
- Collective Bargaining Agreements
 - CSEA, [Article XVIII](#)
 - SCCDAA, [Article 12](#)
- Employee Handbooks
 - [Classified Confidential Handbook](#), Article IX
 - [Classified Administrators Handbook](#), Article VI
- Board Policy [7135](#) (includes unrepresented academic administrators)





THANK
YOU

