

## **Contract for Educational Achievement Bonus**

### **Purpose:**

This agreement outlines the terms under which the designated Mid-Ohio ESC Employee will receive an Educational Achievement Bonus based on the completion of course credit hours earned through an accredited program.

#### **1. Educational Achievement Bonus:**

The Employer agrees to provide a \$500 bonus for every 100 course credit hours successfully completed by the Employee.

#### **2. Eligibility:**

To qualify for the bonus, the course credit hours must be:

- Earned from an accredited institution,
- Pertinent to the Employee's current job responsibilities or career development within the organization,
- Verified through official transcripts or other documentation from the educational institution or a certificate of completion,
- Submitted to Employer within 30 days after the end of the term in which the course was completed,
- Approved by the Executive Director or Superintendent prior to the start of the course work.

#### **3. Payment:**

The bonus will be paid in accordance with Board Policy after the Employee submits official confirmation of course completion and the final credit hours earned.

#### **4. Maximum Award:**

The maximum amount an Employee can receive under this agreement is subject to a total of \$2,500 per year (July 1 – June 30). The bonus cannot extend beyond one fiscal year. Additional contracts must be approved annually by the Board of Governors.

#### **5. No Impact on Other Benefits:**

The Educational Achievement Bonus is in addition to the Employee's regular salary and benefits and does not alter or replace any other compensation or benefits the Employee is entitled to under the primary employment contract.

#### **6. Course Credit Hours Verification:**

The Employee must submit proof of course completion, including official transcripts or other documentation from the educational institution or a certificate of completion, to the Employer within 30 days after the end of the term in which the course was completed.

#### **7. Termination or Resignation:**

If the Employee resigns, is terminated, or otherwise leaves employment before earning a full 100 course credit hours per year (July 1 – June 30), the Employee will not be eligible for the corresponding bonus for those hours.