

Eastern Panhandle Instructional Cooperative (EPIC) Education Verification



In order for an employee to be paid for his/her education, official transcripts from an accredited and approved college or university must be submitted directly to the EPIC Human Resources Director. These may be sent to Terri Hickerson at terri.hickerson@wvesc.org via e-Transcript, mailed directly to EPIC (Attention: Terri Hickerson) or submitted by the employee in an original sealed envelope issued by the college/university. These original copies will be kept in the employee's personnel file.



Eastern Panhandle Instructional Cooperative (EPIC)

Salary Increase Based upon Additional Education

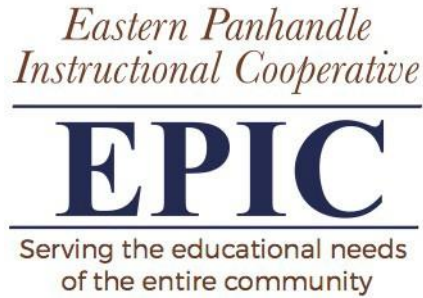
All requests for salary increases based upon additional education will require an official transcript from the accredited and approved college/university in which the additional education was earned. Course work must be related to the position that the employee holds with EPIC.

The process for applying for a salary increase for additional education varies based upon the employee's current salary and position classification. Please note the procedures for application below and direct any questions to the EPIC Human Resources Director. 304-596-2663

Full-time professional staff members who hold a valid West Virginia Professional Teaching and/or Administrator's License **Must apply for the salary increase through the WVDE and have that increase shown on their WV teaching or administrator's certification in order to receive the salary increase.** Per WVBE Policy 5202, the WVDE recognizes a Bachelor's degree, BA+15, Master's degree, MA+15, MA+30, MA+45 and Doctorate degree for salary classes. Salary increases require an official completed application (Form 12) endorsed by the EPIC Administrator, an official transcript from an accredited college/university showing approved related coursework (sent to the EPIC HR Director) and payment to be made directly to the WVDE. If you submit a Form 12 online, please notify HR. Pay increases based on education will be retro-active to the date that the WVDE authorizes the increase.

Full-time professional staff members who do NOT hold or need to hold a valid West Virginia Professional Teaching or Administrator's License Must apply for the salary increase through the EPIC Human Resources office, which recognizes Bachelor's degree, BA+15, Master's degree, MA+15, MA+30, MA+45 and Doctorate degree for professional salary classes. To qualify for the MA+15, MA+30 or MA+45 salary class, applicable coursework must be graduate level, related to the position held at EPIC and earned beyond the Master's degree. Salary increases for these employees require notification of the EPIC Human Resources Director using the attached request form and an official transcript from an accredited and approved college/university showing completed coursework. Approved pay increases based on education for these applicants will go into effect on the day all paperwork is received by HR.

Full-time Service Personnel Must apply for the salary increase through the EPIC Human Resources office, which recognizes salary increases for each of the following levels of college credit related to his/her position with EPIC: 12, 24, 36, 48, 60, 72, 84, 96, 108, or 120 hours; Associate's degree, Bachelor's degree, BA+15, Master's degree, MA+15, MA+30, MA+45, MA+60 and Doctorate degree. To qualify for the MA+15, MA+30, MA+45 or MA+60 salary class, applicable coursework must be graduate level, related to the position held at EPIC and earned beyond the Master's degree. Requests for salary increases for service personnel require notification of the EPIC Human Resources Director using the attached request form and an official transcript from an accredited and approved college/university showing completed coursework related to his/her position with EPIC. Approved pay increases based on education for these applicants will go into effect on the day all paperwork is received by the HR office.



Eastern Panhandle Instructional Cooperative (EPIC) Salary Increase Based upon Additional Education Request Form

This form is used for full-time professional and service employees who **do not** hold a WV professional teaching or administrator's license but wish to submit for an increased salary class based on the EPIC guidelines.

Printed Name _____

Program and Position _____

Current Salary Class _____

Requested Increased Salary Class _____

Official Transcript included? _____

Signature _____

Date of Request _____

Received by HR _____ Transcript Received by HR _____ Approved by HR _____

Approved by EPIC Admin _____ Official Effective Date _____