



Title: Incentives for Degree Attainment	
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Date Approved/Revised: 8/24/06, 6/10/07	Division: Administration and Finance / Human Resources

Incentives for Degree Attainment

Full-time employees who earn an associate’s, bachelor’s, master’s, or doctoral degree after January 1, 2006, will be eligible to receive an incentive payment. The incentive payment does not become part of the employee’s base pay. The incentive amounts by degree level are:

Associate’s Degree	\$ 500
Bachelor’s Degree	\$1,000
Master’s Degree	\$1,500
Doctorate	\$2,000

A. The following guidelines apply to the incentive payment program:

1. The program applies to degrees earned after January 1, 2006, and the program is not retroactive.
2. The incentive may only be paid for earned degrees beyond degrees already attained. That is, an individual who already has a bachelor’s degree would not receive an incentive for subsequently earning an associate’s degree.
3. The incentive payment does not become part of the base pay.
4. The employee who earns a degree eligible for incentive payment is responsible for providing Human Resources with an official copy of a transcript indicating the degree earned.
5. The incentive program only applies to degrees earned at regionally accredited institutions.
6. The incentive award will be provided for no more than one degree per level.
7. Exception: Employees who earned any of the above degrees prior to January 1, 2006 and who subsequently earn another degree at the same level will be eligible for the incentive award (example: Employee ‘X’ currently holds an Associate in Arts degree earned in 2005 which did not qualify for an incentive award. Employee ‘X’ then earns an Associate in Science degree after January 1, 2006. Employee ‘X’ would receive the incentive award for the A. S. degree).
8. Incentive awards are for degrees earned after the individual has started full-time employment with the College.
9. This award will be treated as a “Special Payroll” and will be run for the award amount less FICA, Medicare, and withholding.

B. The following steps will need to be followed to process the Incentive for Degree Attainment:

1. Employee needs to provide Human Resources with an original transcript (must be in a sealed envelope).
2. Human Resources will receive and verify the original transcript and determine whether the employee qualifies for the award per the College guidelines for Incentives for Degree Attainment as stated in the College’s Salary Manual (page 13) and this administrative procedure.
3. Human Resources will report qualified employees to the Senior Vice President, Administration and Finance for approval.
4. Via e-mail, the Senior Vice President, Administration and Finance will approve the award and notify the Payroll Office and Human Resources.
5. The Payroll Office will enter the specific award to the payroll system as a “Special Payroll” using the employees department and general ledger code assigned.
6. The Payroll Office will adjust the benefits to reflect the withholding of FICA, Medicare, and federal taxes.

Vice President, Administration & Finance		Date:
Approved by President		Date: