



GUIDELINES FOR DEGREE/CERTIFICATION INCENTIVE

Since January 1, 2007, Tennessee State University has recognized regular employees who earn job related degrees beyond those required for the position. Those employees who earn job related national and/or certifications (first time) will also be recognized with a lump sum payment.

To receive the lump sum payment employees must complete the Degree/Certification Incentive Request Form and provide written proof of the degree to the department head, who will then be responsible for getting other signatures to complete the form, and then the department head will initiate a Personnel Action Request Form (PARF). Payment will be included in the next available paycheck within the established guidelines for proper receipt of PARFs in the Office of Human Resources.

The Director of Human Resources will be the final authority, in consultation with the dean and/or vice president, to grant the payment for either of these incentives. The decision will be based on the information provided by the employee and confirmation by the Department Head, Dean and/or Vice President as being an appropriate degree or certification for the **employee's current position**.

DEGREES

1. Employees eligible for payment must be classified as a regular employee or one year temporary faculty who has successfully completed the initial six months probationary period. Other temporary employment will not be eligible.
2. Eligible employees must complete and submit the Degree/Certification Incentive Request Form and submit a transcript to his or her supervisor within 30-days after conferring of the degree. Once the supervisor signs off on the form and obtain other signatures, it should be sent to HR for approval. Once the form is approved by the Office of Human Resources, the supervisor will then initiate a Personnel Action Request Form in People Admin.
3. Payment will be included in the next available paycheck within the established guidelines for proper receipt of PARF in the Office of Human Resources.
4. Payment will be made to eligible employees who earn degrees beyond that which is required for the position. The employee is only eligible to receive payment for only one degree per level. Payment will only be made for those degrees in the field that are related to the job performed by the employee at the time of request for payment. Payments will be prorated for part time employees. ***Payments for the Degree Incentive will only be made to employees who earn degrees at a higher level than already obtained.*** (Ex. An Administrative Assistant II who works in biology will not be compensated for earning a degree

in music. On the other hand, a mechanic who earns an associate degree in automotive mechanics will receive the lump sum payment for earning a degree in a job-related field.

NOTE: Employees earning degrees in Administration and Supervision, Educational Leadership/Administration or the like, must already be working in a bona fide supervisory position.

CERTIFICATIONS

1. Employees eligible for payment must be classified as a regular employee or one-year temporary faculty who has successfully completed the initial six-month probationary period. Other temporary status will not be counted toward this incentive. **Payment will be made for initial certification or licensure and not for renewals.** A temporary license will be honored as long as it allows the employee to perform the services without any restrictions.
2. Eligible employees must complete and submit the Degree/Certification Incentive Request Form and submit a transcript to his or her supervisor within 30-days after conferring of the degree. Once the supervisor signs off on the form and obtain other signatures, it should be sent to HR for approval. Once the form is approved by the Office of Human Resources, the supervisor will then initiate a Personnel Action Request Form in People Admin.
3. Payment will be included in the next available paycheck within the established guidelines for proper receipt of PARF in the Office of Human Resources.
4. Payment will be made to eligible employees who earn certifications that are accredited by national and/or state agencies that are recognized by the various professions. The certification generally requires passing of an examination by the accrediting agency. Certification/Licenses obtained as a result of the department paying for course of study, certification/licenses exam and and/or work time are not eligible for the certification incentive. These certifications are designed to benefit and enhance the services of the needs of the department. Payment will only be made for those certifications that are related to duties of the position currently held by the employee at the time of request for payment. Payment will be prorated for part time employees. Payments will not be made for Recertification's.

**2007 APPROVED COMPENSATION PLAN PROVISIONS
CERTIFICATION AND DEGREE INCENTIVE**

Professional Certification	Up to \$500
Associate's Degree	\$750
Bachelor's Degree	\$1,000
Master's Degree or Ed.S	\$2,000
Master's Degree (MFA ONLY)	\$3,000
Doctorate Degree	\$4,000

**ALL FORMS MUST BE SUBMITTED WITHIN 30 DAYS OF RECEIVING THE
DEGREE OR CERTIFICATION**

For more information, contact the Office of Human Resources at ext. 1237

DEGREE/CERTIFICATION INCENTIVE REQUEST FORM

Employee Name: _____ Date of Hire: _____

Position Title: _____ Department: _____

Type Degree/Certification Earned: _____

Date Degree/Certification Granted: _____

Agency/University/College Granting Degree/Certification: _____

Location of Same: _____
City State

Category	Incentive Amount	*Amount you are Requesting
Professional Certification	\$500	
Associate's Degree	\$750	
Bachelor's Degree	\$1,000	
Master's Degree. or Ed.S	\$2,000	
Master's Degree (MFA only)	\$3,000	
Doctorate Degree (Ph.D, Ed.D)	\$4,000	

***Payments for the Degree Incentive will only be made to employees who earn degrees at a higher level than already obtained. No payment will be made for obtaining a second degree at the same level. Payments will be made for only one Certification in the profession.**

Describe how degree/certification is related to current specific job duties:

I request payment for earning the above referenced degree/certification (circle one) in accordance with the university's compensation plan. I attest that the information contained in this request is true and accurate to the best of my knowledge. I have attached the appropriate transcript or certification notification to validate my request. I further understand that any misrepresentation to this request may be cause for disciplinary action, up to and including discharge.

Employee Signature

Date

I have reviewed the request and documents submitted by the employee and concur with the explanation of the degree or certification being job related.

Signatures:	For Human Resources Use Only
Department Head Date	Dir. Of HR Signature Date
	Comments:
Dean/Vice President Date	Amount Approved: \$

This form must be completed and submitted in PeopleAdmin along with the Degree/Certification PARF