2007 APPROVED COMPENSATION PLAN PROVISIONS

CERTIFICATION AND DEGREE INCENTIVE

<table>
<thead>
<tr>
<th>Professional Certification</th>
<th>$500</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate’s Degree</td>
<td>$750</td>
</tr>
<tr>
<td>Bachelor’s Degree</td>
<td>$1,000</td>
</tr>
<tr>
<td>Master Degree (non-terminal degree)</td>
<td>$2,000</td>
</tr>
<tr>
<td>Master’s Degree (terminal degree)</td>
<td>$3,000</td>
</tr>
<tr>
<td>Doctorate Degree</td>
<td>$4,000</td>
</tr>
</tbody>
</table>

Please find attached the instructions and forms to receive your incentive for obtaining a job related degree and/or professional certification.

Submit forms within 30 days of receiving your degree or certification.

For more information contact the Human Resources Department at ext. 5281.
GUIDELINES FOR DEGREE/CERTIFICATION INCENTIVE

Effective January 1, 2007, Tennessee State University launched its new compensation plan. As part of the new plan, it provides for recognition of 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 provide written proof to the department head who will then 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 and/or dean as being an appropriate degree or certification for the employee’s position.

DEGREES

1. Employees eligible for payment must be classified as a regular employee who has successfully completed the initial six months probationary period. Temporary status will not count toward this incentive.
2. Eligible employees must submit proof within 30 days after conferring of the degree to the department head who will then initiate a personnel action request form (PARF).
3. Payment will be included in the next available paycheck within the established guidelines for proper receipt of PARFs 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. Payment will only be made for those degrees in the field that is related to the position held by the employee at the time of request for payment. Payments will be prorated for part time employees. An administrative assistant II who work 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.

CERTIFICATIONS

1. Employees eligible for payment must be classified as a regular employee who has successfully completed the initial six months probationary period. Temporary status will not count toward this incentive.
2. Eligible employees must submit proof within 30 days after notification of earning the job related certification to the department head who will then initiate a personnel action request form (PARF).
3. Payment will be included in the next available paycheck within the established guidelines for proper receipt of PARFs 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. Payment will only be made for those certifications that are related to the position currently held by the employee at the time of request for payment. Payments will be prorated for part time employees.
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
Describe how degree/certification is related to or enhances your position: ______________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
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 proof 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 request by
signing the attached Personnel Action Request Form.

_______________________________________________  ___________________________
Department Head        Date

_______________________________________________  ___________________________
Dean/Vice President       Date

_______________________________________________  ___________________________
Director of Human Resources      Date

05/01/07