

# 2007 APPROVED COMPENSATION PLAN PROVISIONS



## CERTIFICATION AND DEGREE INCENTIVE

Professional Certification	\$500
Associate's Degree	\$750
Bachelor's Degree	\$1,000
Master's Degree (non-terminal degree)	\$2,000
Master's Degree (terminal degree)	\$3,000
Doctorate Degree	\$4,000

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

Category	Incentive Amount	*Amount You Are Requesting
Professional Certification	\$ 500	
Associate's Degree	\$ 750	
Bachelor's Degree	\$ 1,000	
Master's Degree/Ed. S (non-terminal degree)	\$ 2,000	
Master's Degree (terminal degree)	\$ 3,000	
Doctorate Degree	\$ 4,000	

\*Employee may request payment for only one certification/degree per category listed above.

Describe how degree/certification is related to or enhances your position: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*I request payment for earning the above referenced degree/certification 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.*

<b>Signatures:</b>	
Department Head	Date
Dean/Vice President	Date

<b>For Human Resources Use Only</b>	
Dir of HR Signature	Date
Comments:	
Amount Approved: \$	