

POLICY: FURTHERING EDUCATION BONUS POLICY AND PROCEDURE
DEPARTMENT: HUMAN RESOURCES
DATE DEVELOPED: 04/04/2024
DATE REVISED:

POLICY #: ADM HR - 06
PRIOR POLICY #: NA
PROGRAM: HUMAN RESOURCES

PURPOSE: As an expression of appreciation and to recognize educational achievements for those employees who contribute to the agency’s success, the agency shall provide components of pay designed to recognize, reward, and compensate its employees. An Educational Recognition Award is a one-time lump sum payment that will be awarded to eligible full-time employees of the agency.

ELIGIBILITY: Regular full-time staff members who have been employed at the agency for a minimum of one year and subsequently earned a degree from a regionally accredited institution provided the academic degree was not a required qualification of the employee’s current position. (Note: Employees who received their degree before the conclusion of the one-year eligibility requirement are not eligible for this award.) The degree has to be related to the position that the person currently has at the agency. The HR Manager and ED will determine if the degree meets that requirement. Staff that are in a resignation period are not eligible. Staff must continue to work with the AAAPP for no less than six months after the bonus has been provided otherwise, it will be recouped in the final paycheck. The schedule for this award is as follows:

Degree Achieved	Award
Associate’s Degree	\$500
Baccalaureate Degree	\$1,000
Master’s Degree	\$1,500
Doctorate Degree	\$2,000

PROFESSIONAL DEVELOPMENT: License or certification. The purpose of this policy is to reward employees who sought professional development opportunities that increased and enhanced their skills that are directly related to their position.

It is the employee’s responsibility to seek out the courses and other training mediums that will enhance his or her career development and are in line with the organization’s mission and job requirements obtained through degree programs that will result in a license or certification.

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A salary review will be conducted to determine if the employee should receive a pay increase. The review will look over the employee's performance, current pay, and average market salaries to see if an employee is eligible for additional pay.

ADMINISTRATION: Once the advanced degree, certificate, or license is earned, the employee is responsible for submitting evidence of completion to the HR Manager. Such evidence shall consist of official transcripts, diplomas, or a letter from the registrar bearing the seal of the institution. If HR determines that the employee has met the criteria specified in this policy, the HR Manager will sign a personnel action form and forward it to the Executive Director for approval. If approved by the Executive Director, the personnel action form and evidence of completion will be sent to Payroll, in turn, for payment and retention in the employee's personnel file. If not approved, the HR Manager will notify the employee in writing.

For payment please refer to ADFM-522 Bonus Policy <H:\Policies\ADFM-5200 - Bonus Policy.pdf>