

## **POLICY ON EDUCATIONAL INCENTIVES FOR STAFF EMPLOYEES** *(REVISED)*

### **POLICY STATEMENT**

Jackson State University encourages the continuing education and professional development of staff personnel. This policy is designed to reward employees for such efforts.

Since July 2000 (and retroactive to May 1, 1996), the University has awarded a **one-time incentive of \$1,000**, subject to availability of funds, to staff employees who earned a doctoral degree or other terminal degree from an accredited institution.

Effective December 18, 2006, the policy will also include recipients of master's and bachelor's degrees.

- A. A **one-time incentive** of \$1,000 to employees who earn a doctoral or terminal degree
- B. A **one-time incentive** of \$500 to employees who earn a master's degree
- C. A **one-time incentive** of \$250 to employees who earn a bachelor's degree

(All awards are subject to the availability of funds.)

- Employees may receive this incentive for only one bachelor's degree and only one master's degree. As has been done in the past, an employee may receive this award for only one terminal degree.
- The **one-time incentive** will be paid at the beginning of the fiscal year immediately following notification of award of the degree.

### **PROCESS**

- Employee will provide supervisor with official transcript indicating institution and date of degree conferral.
- Supervisor will prepare and submit the appropriate University form along with a supporting letter of request to the Vice President of the respective functional area.
- Area vice president will submit the request for compensation to the Vice President for Academic Affairs for verification that the degree was received from an accredited institution of higher learning.