



## Jackson State University Educational Incentives for Employees Policy (**Revocation**)

**Effective Date:** May 6, 2019  
**Revised Date:** February 14, 2019  
**Responsible Office:** Department of Human Resources  
**Admin. Division:** Chief of Staff  
**People Affected:** All Employees

### 3.4.1 Educational Incentives for Staff Employees Policy

#### **PROCEDURE**

Jackson State University encourages the continuing education and professional development of staff personnel. This policy is designed to reward employees for such efforts. The University endeavors to invest in the training of its employees through a one-time stipend of \$1,000, subject to availability of funds, to staff employees who earned a doctoral degree or other terminal degree from an accredited institution. Such payment is for the purpose of reimbursing the employee for a portion of the employment development or training cost of which the University will benefit.

The policy will also include recipients of master's and bachelor's degrees, consistent with the following:

- a) One-time training or development stipend of \$1,000 to employees who earn a doctoral or terminal degree;
  - b) One-time training or development stipend of \$500 to employees who earn a master's degree; and
  - c) One-time training or development stipend of \$250 to employees who earn a bachelor's degree. (All payments are subject to the availability of funds)
- Employees may receive the benefit of the stipend 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 training or development stipend 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 the stipend to the Vice President for Academic Affairs for verification that the degree was received from an accredited institution of higher learning.