

Educational Attainment Incentive Pay Plan Administration & Finance

In the Division of Administration and Finance, we firmly believe in the importance of furthering one's education through higher education and the attainment of degrees.

Included Positions:

- All continuous regular staff positions of 1.0 FTE within the Division of Administration & Finance.
- There is no service requirement; however, hiring official has the discretion to include the incentive pay in consideration of the hiring pay if the individual is within six months of completion of the degree. The employee would be so notified at the time of hire.

Approved Certifications:

- All degrees received from accredited higher education institutions and colleges.

Individual courses leading to degree attainment may be paid for by the department as part of the employee's training plan if related to the employee's duties. The appropriate unit head or his/her designee must approve training plans prior to scheduled courses to ensure adequate staffing and budgetary considerations. Staff Fee Waivers are also available.

Pay Increases:

- Incentive Schedule:

(The prior incentive schedule will remain in effect for employees employed prior to 1/1/09 and completing degrees by 6/30/2010.)

- All payments are increases to base pay.
- Associates degrees - \$1,200 / year (\$0.58 / hour or \$100 / month)
- Baccalaureate degrees - \$1,200 / year (\$0.58 / hour or \$100 / month) if previously awarded an Associates degree or completed two years of undergraduate work prior to hire
- Baccalaureate degrees - \$2,400 / year (\$1.15 / hour or \$200 / month) if no undergraduate work has previously been recognized
- Master's degrees - \$1,200 / year (\$0.58 / hour or \$100 / month)
- Doctoral degrees - \$1,200 / year (\$0.58 / hour or \$100 / month)
- Increase will be given within 30 days of degree attainment as verified through official transcript from awarding institution.
- Multiple completions of the similar degrees will not result in additional payments. No payments will be given for lesser degree completion (i.e. employee has a master's degree and later earns a bachelor's degree).
- Payments are subject to appropriate taxes and withholdings.
- If a department is unable to make payment due to severe budgetary constraints, review and approval of the exception by the appropriate Vice President is required.

Oklahoma State University reserves the right to modify, revoke, suspend, terminate or change any or all provisions of the plan, in whole or part, at any time, with or without notice. The

language that appears in this document is not intended to create, nor is it to be construed to constitute, a contract between Oklahoma State University and any or all of its employees.

Review and Approval:

Anne Matoy

Anne Matoy, SPHR; Chief Human Resources Officer

Dr. David Bosserman

Dr. David Bosserman, CPA/CFE; Vice President – Administration and Finance