

**OSU Training Certification Program
Incentive Plan
Administrative & Finance**

The following programs in the table can be found and completed through the OSU Training Services within University Human Resources.

Certificate Programs	Eligible Positions	Payment Schedule
OSU Ambassador Program	All continuous, regular nonexempt staff	\$150 one-time payment net (\$247.52 gross)
OSU HRStar Performer Certificate Program	All continuous, regular staff	\$75 one-time payment net (\$121.26 gross)
OSU Leadership Development Program	All continuous, regular staff	\$250 one-time payment net (\$404.20 gross)
OSU Basics of Research	All continuous, regular staff	\$125 one-time payment net (\$202.10 gross)
OSU General Workout for Fiscally Fit Certificate	All continuous, regular staff	\$100 one-time payment net (\$161.68 gross)

Pay Increases:

- Eligibility for programs listed above.
- Increase will be given within 30 days of program completion verification through OSU Training Services.
- Multiple completions of the same certificate program will not result in additional one-time payments.
- All program requirements must be fulfilled before a payment can be granted.
- Payments are subject to appropriate taxes, withholdings and FLSA guidelines.
- If a department is unable to provide payment due to severe budgetary constraints, review and approval of the exception by the appropriate Vice President is required.

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Review and Approval:

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