

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

The following programs can be found and completed through OSU Training Services/University Human Resources.

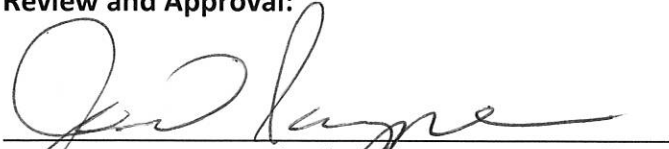
Certificate Programs	Eligible Positions	Payment Schedule
OSU Ambassador Program	All continuous, regular nonexempt staff	\$150 one-time payment net (\$241.55 gross)
OSU HRStar Performer Certificate Program	All continuous, regular staff	\$75 one-time payment net (\$120.77 gross)
OSU Leadership Development Program	All continuous, regular staff	\$250 one-time payment net (\$402.58 gross)
OSU General Workout for Fiscally Fit Certificate	All continuous, regular staff	\$100 one-time payment net (\$161.03 gross)
OSU Administrative Professionals Program	All continuous, regular staff with one of the following class codes: 0328, 0338, 0340, 0332, 0334.	\$100 one-time payment net (\$161.03 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.

Oklahoma State University reserves the right to modify, revoke, suspend, terminate, or change any or all provisions of the plan, 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:



 Jamie Payne, SPHR; Chief Human Resources Officer



 Joseph B. Weaver, Jr.; Vice President, Administration and Finance