

Career Service Education Incentive Plan Instructions

The following guidelines have been established as it relates to the awarding of the incentive:

- ◆ Any career service employee already in possession of a documented degree from an accredited institution as of June 30, 2003, will be eligible to receive a \$300.00 incentive award (pending budget availability).
- ◆ Incentive awards for degrees received after program implementation will take effect the first pay period after all required paperwork has been provided by the employee to Human Resources.
- ◆ There will be a lifetime limit of two (2) incentive awards given to any employee.
 - ◆ An employee already in possession of more than one degree as of June 30, 2003 is eligible for only one award of \$300.00. However, they remain eligible for a second incentive award if an additional degree is received in the future.
 - ◆ An employee already at the cap of his/her salary range will still be eligible for the incentive award.
- ◆ For the purpose of this plan:
 - ◆ *Accredited Institution* means an accredited college, university, or community college which has been accredited by the Southern Association of Colleges and School, another regional accrediting agency, or the American Association of Collegiate Registrar and Admissions Officers.
 - ◆ Awarded degrees to be considered for eligibility include associate's, bachelor's, and master's degrees.
- ◆ Career service employees wishing to participate in this plan will be responsible for filling out the required application materials and providing Human Resources with an official transcript from the degree awarding institution.

The Career Service Education Incentive Application consists of (1) the Career Service Education Incentive Form and (2) the Request for Official Transcript Form. Each of these forms must be filled out completely. All incomplete forms will be returned to the employee.

Instructions for completing the Career Service Education Incentive Form:

1. Completely fill out the Personal Information Section. Please remember to include your supervisor's name. Also, note the date that the form is completed.
2. Education Information Section – list the name of the institution which awarded the degree and the type of degree awarded. *Example: Pensacola State College, AAS, Office Systems Technology.*
3. Authorization Section – please sign and date in the appropriate space and submit it to your supervisor for his/her signature and date.

Instructions for completing the Request for Official Transcript Form: (a form must be completed for each institution listed on the Career Service Education Incentive Form)

1. Provide the name of the institution, address, city, state and zip code.
2. Input a check mark (✓) in the blank for College Transcript
3. Completely fill out the personal information section; sign and date the form.
NOTE: If there is a transcript fee, the employee is responsible for remitting the fee to the institution.

If you have any questions, contact Andreina Fowler at ext. 1724 or via email at afowler@pensacolastate.edu.