

# Policy Manual



<b>Title:</b> Professional Technical Staff Recognition Programs	<b>Number:</b> <b>6Hx2-3.42</b>
<b>Legal Authority:</b> Fla. Statutes, Fla. St. Bd. of Ed. Admin. Rules 6A-	<b>Page:</b> 1 of 1

## GENERAL STATEMENT

The College recognizes that Professional Technical Staff (PTS) play an integral part in achieving its mission and provides incentive programs to encourage and reward them for their many contributions to the College. Accordingly, the College has established two recognition programs, the PTS Educational Incentive Award and the PTS Outstanding Achievement Award. Participation in either program is voluntary and is not a professional development requirement.

## THE POLICY and THE FACULTY AND STAFF

### PTS Educational Incentive Award:

This award consists of a one-time payment to those full-time regular PTS employees who complete a degree that exceeds the minimum educational requirements of their current position. Additionally, new hires can apply for the award for degrees higher than what is required for their position provided the degree is not used to calculate the minimum years of experience required for the position or no additional compensation has been factored for the additional education. Awards are granted in accordance with the established procedure.

### PTS Outstanding Achievement Award

This award is available annually to any full-time and/or part-time PTS employee (non-work-study) with three consecutive years of employment by the end of the previous fiscal year (June 30). Previous recipients may reapply after a five-year waiting period. Criteria for the award are publicized through the Professional Technical Staff Council, a standing body appointed by the President. This Council solicits nominations/applications for the award, reviews the applications and recommends award recipients to the President.

## IMPLEMENTATION and OVERSIGHT.

The Vice President for Human Resources and Equity has responsibility for the implementation and oversight of this policy. Policy violations and appeals will be investigated by the Vice President for Human Resources and Equity and/or his/her designee.

## VIOLATION OF POLICY.

Violations of this policy will be investigated and may result in discipline up to and including termination as well as loss of any monetary award received under the policy.

**History:** Revised as Policy

**Approved by the  
Board of Trustees**

**Date**  
08/26/08

**President's Signature**

*J. David Anthony J.*

**Date**  
08/26/08