



Procedure Manual

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| Title: Professional Technical Staff Recognition Programs | Number: A6Hx2-3.42 |
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Educational Incentive Award

1. This award provides for a monetary incentive to eligible Professional Technical Staff (PTS) who either complete degrees above the minimum requirements of their position or who start the position with a degree or degrees higher than what is required for the position, provided: a) the degree is not used to calculate the minimum years of experience required for the position or b) no additional compensation has been factored for the additional education.
2. Degrees are recognized from regionally accredited degree-granting educational institutions.
3. Foreign transcripts must be translated by an accredited translator to the US equivalent degree at the expense of the employee.
4. Incentive awards are made on a one-time per-degree basis and will be reviewed periodically by the President’s Cabinet. The award will be made through payroll and shall be granted upon receipt of transcript verification and approval of all appropriate supervisors.
5. Each full-time regular professional technical staff employee is eligible for one award in each of the following categories : Associate Degree or 60 credits, Bachelor’s Degree, Master’s Degree.
6. PTS employees who wish to apply for this incentive must complete the PTS Educational Incentive Award form, get all appropriate signatures, attach transcripts and other pertinent documents and forward to the Human Resources Office of Professional Development & Training.
7. Incentive payments are considered taxable income and will be paid from the Staff and Program Development fund and added to an employee’s paycheck.

Outstanding Achievement Award

Criteria for this annual award are determined by the Professional Technical Staff (PTS) Council, a standing body appointed by the President in consultation with the Vice President for Human Resources and Equity.

1. Full-time regular employees and part-time employees with three consecutive years of service to the college are eligible to apply.
2. PTS employees can be nominated to apply or may self-nominate.
3. All eligible PTS employees are encouraged to submit portfolios of their accomplishments and achievements.
4. Portfolios are reviewed anonymously by the PTS Council.
5. Based on a recommendation of the PTS Council, those selected for the award are eligible for a one-time monetary award, which is reviewed periodically by the PTS Council and the President’s Cabinet.
6. The College awards up to ten Outstanding Achievement Awards each year.

Recommending Officer’s Signature Date 8/26/08

Sara Gunn

President’s Signature

Date 8/26/08

J. David Anthony J.