

## Procedure Manual



<b>Title: Professional Technical Staff Recognition Programs</b>	<b>Number:</b> A6Hx2-3.42
<b>Policy Number:</b> 6Hx2-3.42	<b>Page:</b> 1 of 1

### Educational Incentive Award

1. This award consists of a one-time payment to those full-time PTS employees who receive a newly conferred degree while employed by Broward College and after successfully completing their probationary period with a rating of meets expectation or above and no additional compensation has been factored for the additional education.
2. Degrees are recognized from regionally/nationally 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 by Talent and Culture. The award will be paid through payroll and shall be granted upon receipt of transcript verification and approval of all appropriate supervisors.
5. Each full-time PTS employee is eligible for one award in each of the following categories: Associate Degree, Bachelor's Degree, and Master's Degree.
6. PTS employees who wish to apply for this incentive must complete the PTS Educational Incentive Award form, submit for appropriate signatures, attach transcripts and forward to Talent and Culture's Benefits Office.
7. The award will be limited to one year after the degree has been conferred.
8. Incentive payments are considered taxable income and will be added to an employee's paycheck.

### Outstanding Achievement Award

Criteria for this annual award are determined by the Office of Talent and Culture.

1. Full-time and/or part-time PTS employees (non-work-study) with one year of employment by the end of the previous fiscal year (June 30) 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 a review panel.
5. Based on a recommendation of the review panel, those selected for the award are eligible for a one-time monetary award, which is reviewed periodically by the Office of the Executive Director of Talent & Culture.
6. The College may award up to ten Outstanding Achievement Awards each year.

<b>Recommending Officer's Signature</b> 	<b>Date:</b> 07/20/2021	<b>President's Signature</b> 	<b>Date:</b> 07/20/2021
--	----------------------------	--	----------------------------