

When an employee earns a degree, the supervisor must submit a [Personnel Action Form \(PAF\)](#) to the Human Resources office. In addition, an official transcript must be requested from the accrediting institution and sent directly to the Human Resources office. Once the official transcript has been received in Human Resources, the PAF will be forwarded to the president for approval. The completed PAF insures proper degree recognition for the bonus and for record keeping requirements.

Employees who are receiving a degree from a regionally accredited institution may be eligible, unless otherwise stated in the employment letter or other documents, for a one-time bonus of \$1,000. Employees receiving a degree in order to meet the minimum position requirements are not eligible for the bonus. Employees who are receiving a second degree of the same designation, e.g. a second associate's degree, are not eligible for the bonus. If a bonus is approved by the president, it will be paid during the following payrolls: degree earned in spring (June 30), degree earned in summer (September 30), degree earned in fall (January 31). Late notification will delay processing of the bonus.

Approved: Executive Council, March 4, 1991
Editorial Changes, April 22, 1993
Approved: President Allen G. Edwards, September 9, 1997
Approved: President Allen G. Edwards, May 1, 2000
Approved: President Allen G. Edwards, February 7, 2005
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Approved: L. Anthony Wise, Jr., President, November 24, 2014
Editorial Changes, September 10, 2015