



Guidelines/Procedures

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Subject: Educational Incentive

Guideline/Procedure [6.09.006](#)
for AR#:

Date Effective:

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Purpose

6 These guidelines provide the procedures for employees to follow to receive an Educational Incentive
7 Award in accordance with Administrative Rule 6.09.006.

Responsibilities

9 1. The employee is responsible for submitting the Non-Faculty Educational Recognition Award
10 Application to the Office of Human Resources, HR Records. Documentation certifying completion of a
11 degree or certificate in a program related to the job responsibilities must be sent from the educational
12 institution directly to HR Records. Documentation includes a transcript with the degree and graduation
13 date noted on the transcript.

14 2. HR Records is responsible for processing the employee's stipend in accordance with the Administrative
15 Rule.

16 3. If the employee does not qualify, HR Records is responsible for notifying the employee regarding
17 ineligibility.

Procedures

19 1. The employee must submit the form and request that official documentation be sent to HR Records.
20 The degree must be received during the period of employment at ACC before the end of the twelve (12)
21 month period after receipt of the degree or certificate.

22 2. Upon submission of the documentation to HR Records, the employee will receive a one-time stipend
23 which will be effective on the subsequent pay period.

24 3. HR Records will approve the documentation, process the employee's stipend, and notify the employee
25 of the effective date.

26 4. If the employee is not eligible or has not submitted the required documentation, HR Records will notify
27 the employee of the deficiencies. If the employee disagrees with the findings, the employee may appeal to
28 the Vice President of Human Resources.

29 5. Part-time staffing table employees shall receive a pro-rated stipend, based on their percent of
30 employment at the effective date of the increase.

31 6. If an employee is on performance probation, the employee is not eligible for the Educational Incentive
32 Award until the employee has been removed from probation.

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President/CEO:

Date:

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