

**Guidelines for Degree/Certification Incentive**

Since **January 1, 2007**, Tennessee State University has acknowledged regular employees who earn job-related degrees beyond the requirements for their position. Employees who achieve job-related national certifications or licenses (for the first time) will also be rewarded with a lump sum payment.

To qualify for the lump sum payment, employees must complete the Degree/Certification Incentive Request Form and provide written proof of the degree to their department head. The department head is responsible for **obtaining necessary signatures**, submitting the form through **Dynamic Forms** under Degree Incentive, and ensuring payment is processed in the next available paycheck, following established guidelines for submission to the Office of Human Resources.

The Director of Human Resources, in consultation with the dean or vice president, will have final authority on approving the incentive payment. This decision will be based on the information provided by the employee, as well as confirmation from the Department Head, Dean, and/or Vice President regarding the relevance of the degree or certification to the employee's current role.

Degree Incentives

Employees eligible for payment must be regular employees or one-year temporary faculty who have successfully completed a six-month probationary period. Other temporary employees are not eligible.

1. Eligible employees must submit the Degree/Certification Incentive Request Form and a transcript to their supervisor within 30 days after the **degree is conferred**.
2. Once signed and approved, the form will be sent to Human Resources.
3. **After HR approval, the form is returned** to the department supervisor to process in Dynamic Forms
4. Payment will be included in the next available paycheck, in accordance with the established submission guidelines of the Office of Human Resources.

Payments will be awarded to employees who earn degrees that exceed the requirements for their current position. Each employee is only eligible for payment of one degree per level, and the degree must be related to their job at the time of the request. *Payments will be prorated for part-time employees and only for degrees earned at a higher level than previously attained.* For example, an administrative assistant in biology will not receive payment for a degree in music, but a mechanic earning an associate degree in automotive mechanics will be compensated for obtaining a relevant job-related degree.

Note: Employees earning degrees in areas such as Administration and Supervision or Educational Leadership/Administration **must already be working in a recognized supervisory role**.

Certification Incentives

Employees eligible for certification payment must be regular employees or one-year temporary faculty who have completed the six-month probationary period. Payments will be made only for initial **certifications or licenses**, not for renewals. Temporary licenses will be honored if they allow the employee to perform services without restrictions.

1. Eligible employees must submit the Certificate Incentive Request Form and supporting documentation of Certification/Licensed Accredited Program (Certificate, Program information, Accreditation Information, etc...) to their supervisor within 30 days after the **certificate/license is issued**.
2. Once signed and approved by the department, the form is sent to the Human Resources Educational Assistance Program.
3. **After HR approval, the form is returned** to the department supervisor to process in Dynamic Forms
4. Payment will be included in the next available paycheck, in accordance with the established submission guidelines of the Office of Human Resources.

Payments will be made to employees who earn certification/license from an accredited national or state agency recognized by their profession, generally requiring passing an examination.

Note: Certifications/licenses paid for by the department (including courses, exams, or work time) are not eligible for the incentive. *Certifications must relate to the employee's current role, and payment will be prorated for part-time employees. Payments will not be made for recertifications.*

2007 APPROVED COMPENSATION PLAN PROVISIONS CERTIFICATION AND DEGREE INCENTIVE

Professional Certification	Up to \$500
Associate's Degree	\$750
Bachelor's Degree	\$1,000
Master's Degree or Ed.S.	\$2,000
Master's Degree (MFA ONLY)	\$3,000
Doctorate Degree	\$4,000

ALL FORMS MUST BE SUBMITTED WITHIN 30 DAYS OF RECEIVING THE DEGREE OR CERTIFICATION

*****ALL DOCUMENTS SUBMITTED IN PDF FORMAT***
No Photos of documents accepted!!**

For more information, contact the Office of Human Resources at 615-963-6677

Tennessee State University
Office of Human Resources
Attn: [Educational Assistance Program](#)
3500 John A. Merritt Blvd., Box 9628
Nashville, TN 37209

Email: jmercercer@tnstate.edu