



## **Career Service Incentive Plan**

Any career service employee who receives a degree from an accredited institution after their initial employment with the College is eligible for a recurring educational incentive of \$1,000 added to their base pay. (Note: This is not a one-time lump payout.)

For the purpose of this plan:

- A. Accredited institution means an institution that holds accreditation recognized by the U.S. Department of Education and approved by the College.
- B. Award degrees to be considered for eligibility are Associate's, Bachelor's, and Master's.
- C. There will be a lifetime limit of two (2) incentive awards given to any employee.

Employees wishing to participate in the program will be responsible for completing the required application materials and providing Human Resources with an official transcript from their degree-awarding institution. The award will take effect the first pay period possible after all required paperwork has been provided by the employee to Human Resources.

This plan excludes Pensacola State College police officers. The education incentive program for police officers is mandated by Florida Statute Section 943.17.

**Instructions for completing the Career Service Education Incentive Form:**

1. Completely fill out the Personal Information Section. Please remember to include your supervisor's name. Also, note the date that the form is completed.
2. Education Information Section – list the name of the institution which awarded the degree and the type of degree awarded. *Example: Pensacola State College, AAS, Office Systems Technology.*
3. Authorization Section – please sign and date in the appropriate space and submit it to your supervisor for his/her signature and date.

**Instructions for completing the Request for Official Transcript Form:**

(A form must be completed for each institution listed on the Career Service Education Incentive Form)

1. Provide the name of the institution, address, city, state and zip code.
2. Input a check mark in the blank for College Transcript.
3. Completely fill out the personal information section; sign and date the form.

**NOTE:** If there is a transcript fee, the employee is responsible for remitting the fee to the institution.

If you have any questions, contact the Human Resources Department at ext. 1760.



**CAREER SERVICE EDUCATION INCENTIVE FORM  
PERSONAL INFORMATION:**

Employee's Name: \_\_\_\_\_

Employee Identification Number: \_\_\_\_\_

Position Title: \_\_\_\_\_

Department: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Date Form is Completed: \_\_\_\_\_

**EDUCATION INFORMATION:**

(Associate's, Bachelor's, and/or Master's Degree Information only)

Name of Institution \_\_\_\_\_

Degree(s) Awarded \_\_\_\_\_

Name of Institution \_\_\_\_\_

Degree(s) Awarded \_\_\_\_\_

Name of Institution \_\_\_\_\_

Degree(s) Awarded \_\_\_\_\_

**AUTHORIZATIONS:**

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

**NOTE:** Please return this form AND the Transcript Request Form to the Human Resources Department, Pensacola Campus, Bldg. 7, Room 715.