



Career Service Education 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 \$500. For the purpose of this plan:

- A. Accredited institution means an accredited college, university, or community college which has been accredited by the Southern Association of Colleges and Schools, another regional accrediting agency, or the American Association of Collegiate Registrars and Admissions Officers.
- B. Awarded degrees to be considered for eligibility are Associate's, Bachelor's, and Master's.
- C. There will be a life-time limit of two (2) incentive awards given to any employee.

Employees wishing to participate in this program will be responsible for filling out the required application materials and providing Human Resources with an official transcript from the 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 mandate 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.



TRANSCRIPT AGREEMENT FORM

Employee Name: _____

Official documentation from the college/university attended is required for the position accepted. It is the employee's responsibility to order all official transcripts from the college(s)/university(ies) attended, not only where a degree was earned, and have them sent to the Human Resources office. The official transcripts will be maintained in the employee's human resources file.

It is the employee's responsibility to follow-up on the status of the official transcript requests to ensure all official transcript are received in the Human Resources office. Additionally, the employee will be responsible for any associated transcript request fees.

Official transcripts may be sent to Human Resources by one of the following methods:

- Electronically to HumanResources@pensacolastate.edu, or
- Mailed to: Pensacola State College
Human Resources
1000 College Boulevard
Pensacola, FL 32504-8998

Please order official transcripts from the following institutions:

Employee Signature

Date

HR Representative Signature

Date

NOTE: In order to comply with credentialing requirements, the Southern Association for Colleges and Schools (SACS) requires Pensacola State College to provide evidence of official transcripts for all instructional personnel.