

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title: Career Service Education Incentive	<u>Number</u> 409
Related Policy: Employment 6Hx20-4.029	<u>Page</u> Page 1 of 1

- I. Purpose  
To describe the process by which a Career Service employee qualifies and is to receive payment for educational incentives.
  
- II. Process
  - A. A 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:
    - 1. Accredited institution means an accredited college, university, or community college that the Southern Association of Colleges and Schools, another regional accrediting agency, or the American Association of Collegiate Registrars and Admissions Officers has accredited.
    - 2. Awarded degrees to be considered for eligibility are Associate's, Bachelor's, and Master's.
    - 3. A lifetime limit of two (2) incentive awards will be 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 the employee has provided all required paperwork to Human Resources.
  
  - B. This plan excludes Pensacola State College police officers. The education incentive program for police officers is mandated by Florida Statute Section 943.17.

Responsible Official: Director, Human Resources	
President's Signature: 	Date: 05/02/23