Service is a highly valued professional philosophy within the Division of Student Affairs. Nonexempt employees within Student Affairs are actively encouraged to complete the Ambassador Program. This program has been developed to enhance the knowledge and skills of staff members who play a critical, front-line role within our organization. Successful completion illustrates a desire for continuous learning and improvement and a commitment to service.

**Included Positions:**
- All nonexempt positions within Student Affairs are eligible for this incentive plan.

**Approved Certifications:**
- OSU Ambassador Program

Courses leading to certification may be paid for by the department as part of the employee's training plan. The appropriate Director, Assistant Vice President, and/or Associate Vice President or his/her designee must approve training plans prior to scheduled courses to ensure adequate staffing and budgetary considerations.

**Pay Increases:**
- $150 one-time payment (net); currently $234.01 (gross).
- Increase will be given within 30 days of program completion verification.
- Multiple completions of the Ambassador Program will not result in additional one-time payments.
- All program requirements must be fulfilled before a payment can be granted.
- Payments are subject to appropriate taxes and withholdings.

Oklahoma State University reserves the right to modify, revoke, suspend, terminate or change any or all provisions of the plan, in whole or part, at any time, with or without notice. The language that appears in this document is not intended to create, nor is it to be construed to constitute, a contract between Oklahoma State University and any or all of its employees.

**Review and Approval:**

[Signatures]

Jamie Payne, SPHR; Chief Human Resources Officer

Dr. Lee Bird, Vice President, Student Affairs