



TALENT DEVELOPMENT AND RECRUITMENT

University Human Resources
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DATE: August 31, 2026

TO: Dr. Jim Hess, President, Oklahoma State University System

FROM: Talent Development and Recruitment, University Human Resources

SUBJECT: Incentives for Certificate Programs

Increase of Certificate Completion Incentive by \$100 per Participant

To further support employee growth, engagement and retention, Talent Development and Recruitment is increasing the completion incentives associated with two OSU-Stillwater University certificate programs offered through Talent Development and Recruitment. The incentive amounts have remained unchanged since the programs were established, and this increase reflects OSU's ongoing commitment to investing in employee development while recognizing the time and dedication required to complete these programs. Participation in these development programs is subject to supervisory approval.

Certificate Program	Eligible Positions	Previous	New
OSU Ambassador Program	All continuous, full-time staff	\$150	\$250
OSU Leadership Development Program	All continuous, full-time staff	\$250	\$350

Effective immediately, the following completion incentives will apply:

- OSU Ambassador Program: \$250 upon completion (previously \$150)
- OSU Leadership Development Program: \$350 upon completion (previously \$250)

Approval Process

This single memo signed by President Hess instructs and authorizes OSU-Stillwater departments to issue appropriate payments upon notification of Certificate Program Completion from Talent Development and Recruitment.

By increasing these completion incentives and streamlining the approval authorization, OSU reaffirms the value of lifelong learning and encourages employees to invest in their professional growth. As employees expand their knowledge, skills and leadership capabilities, they are better equipped to contribute to the university's mission and continue to dream as big as the sky.



**University Human Resources Talent Development & Recruitment
Professional Development Certificate Program Incentive Plans
OSU-Stillwater**

The following University Human Resources/OSU Talent Development & Recruitment professional development certificate programs qualify for a campus-wide, one-time completion incentive:

Certificate Program	Eligible Positions	Payment
OSU Ambassador Program	All continuous, full-time staff	\$250 one-time payment net
OSU Leadership Development Program	All continuous, full-time staff	\$350 one-time payment net

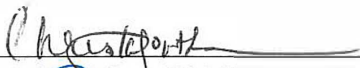
Pay Increases:

- One-time payment will be given within 30 days of program completion verification and certificate processing.
- Multiple completions of the same certificate program will not result in additional one-time payments.
- All program requirements must be fulfilled before payment will be granted.
- Payments are subject to appropriate taxes, withholdings and FLSA guidelines. This payment is a nondiscretionary award and may be subject to IRS bonus overtime rules if the employee is a bi-weekly paid or monthly non-exempt employee.
- Participation in the certificate program is subject to supervisor's approval. All approvals will be routed to direct supervisors through the Learning Management System prior to beginning.
- If a department is unable to provide payment due to severe budgetary constraints, a review and approval of the exception by the appropriate vice president is required.
- Employees who are currently on corrective action in accordance with OSU Policy 3-07203 are generally ineligible to receive this incentive; however, they can become eligible by successfully completing the corrective action plan established for them. Please contact University Human Resources Consulting Services if you have questions regarding corrective action and staff eligibility.

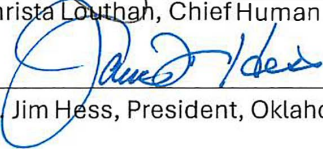
Use the [Gross Pay Calculator](#) to figure gross pay for incentive.

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

Review and Approval:


Christa Louthan, Chief Human Resources Officer

8/31/26
Date


Dr. Jim Hess, President, Oklahoma State University System

9/9/26
Date