Administrative Professional Program
Incentive Pay Plan

Oklahoma State University sets a high value on its staff. With this also comes the expectation of professionalism and service-mindset. Administrative employees acting in various roles are actively encouraged to complete the Administrative Professional Program in an effort to encourage the development of service and professional skillsets. 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 as classified within the following class codes:
- Advanced Administrative Support Staff (0328)
- Administrative Support Contributor (0338)
- Administrative Support Supervisor (0340)
- Administrative Services Contributor (0332)
- Administrative Services Supervisor (0334)

Approved Certifications:
- OSU Administrative Professional Program

Courses leading to certification may be paid for by the department as part of the employee’s training plan. The appropriate unit administrator or his/her designee must approve training plans prior to scheduled courses to ensure adequate staffing and budgetary considerations.

Pay Increases:
- $100 one-time payment (net). This amount may be grossed up to cover taxable withholdings. Payments are subject to appropriate taxes and withholdings.
- Increase will be given within 30 days of program completion verification.
- Multiple completions of the Administrative Professional Program will not result in additional one-time payments.
- All program requirements must be fulfilled before a payment can be granted.

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:

Jamie Payne, SPHR; Chief Human Resources Officer

[Signature]

Vice President

OSU Human Resources
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