Student Affairs
Staff Incentive Award Program

Purpose: To establish guidelines for developing, recommending, and implementing incentive pay programs for all full time employees. (OSU considers any staff working at least .75 FTE as full time.)

These programs are not intended to replace informal and spontaneous recognition or praise of staff achievements and work performance. Informal recognition of employees should and does take place everyday. Saying “thank you” to employees and complimenting an employee on a job well done are part of the responsibilities of managers and supervisors.

Policy: Student Affairs provides every employee with base compensation. However, there are circumstances when additional payment is appropriate to recognize successful participation in an incentive program. Incentive pay consists of compensation that is contingent on discretion, performance, or results achieved.

Budget: Funding of program expenses is subject to Student Affairs Departments, university, state, and federal guidelines applicable to accounting, budgeting, payroll, and purchasing principles and practices.

Decisions about the amount of the monetary incentive will be dependent upon the ability of the Department to fund the award.

Definition: Incentive: A pay plan that is designed to reward the accomplishment of specific results. An incentive payment is tied to expected results which are identified at the beginning of a performance cycle. An incentive plan is forward-looking and is a nondiscretionary lump-sum payment in addition to an employee’s base pay.

An incentive is delivered through a formal, documented, and approved plan based on a predetermined performance and reward schedule. Employee performance is measured against the goals and objectives of the plan. The incentive may be paid in an accounting period (i.e., pay period, month, quarter, or year) or upon an event (reaching an objective, completing a project, etc.).

Any incentive plan payment to a non-exempt employee must be included in average hourly earnings when calculating overtime pay. (U304 Compensable Time and Compliance with Fair Labor Standards Act (Overtime) and U306 Base Pay Administration).

Eligibility for Staff Incentive Award:

To be considered for the Staff Incentive Award, the employee must meet the following criteria:

1. A full time staff member of Student Affairs.
2. The employee must be appointed at 75% time or more:
3. A signed approval form from appropriate department head or director to participate in incentive program.
4. The employee must have a satisfactory or better individual performance evaluation within the year of the award distribution; (3.0 on a 5.0 scale) and no current corrective actions.
5. The employee must attend a minimum of four Quarterly Safety Trainings annually (January through December) and current with all job related training within the year of the award distribution;
6. All supervisors must meet a minimum requirement of attending Performance Evaluation Training at least once every three years

Procedures:
- Goals, pre-established criteria, and regular payouts are essential.
- Departments must develop specific targets to be achieved by the employee.
- Departments will be consistent when approving programs for all eligible employees.
- Scheduling issues will be taken into consideration within the departments.
- All eligible staff should have the equal opportunity to complete an incentive program if it is applicable to performing their position.
- Managers and Department Heads should clearly communicate to the employee what the expectations are and the outcome for the incentive period.
- Enrollment in the programs with the University will be done through the appropriate department Human Resource Liaison and documentation will be kept on file.
- Once you have completed a program, please send a notice of completion to department Human Resources Liaison.
- The Department Human Resources Liaison will initiate the incentive award payment by preparing a special pay (ENP) based on receipt of completion form and written verification from Human Resources – Training.
- The employee will receive a letter stating the expected check issue date for the incentive award.

Specific Incentives to be achieved:

Ambassador Program: This program has been developed to enhance the knowledge and skills of staff members who play a critical, front-line role within the Student Affairs.

Core classes are 2 – 3 hours in length.
15 hours required core courses
15 hours of specially marked electives selected by employee
2 year time frame to complete
Total of 30 hours to be certified

- One-time payment $150 (net), currently $247 (gross)
- Increase given within 30 days of completion verification
- Multiple completions of program will not result in additional one-time payment
- All requirements must be fulfilled before payment is granted
- Payments subject to appropriate taxes and withholdings
Leadership Development Program: This program is designed to provide knowledge and to develop skills in achieving results from our most important resource, “people power.”

5 hours required core courses
45 hours of specially marked electives selected by employee
3 year time frame to complete
Total of 50 hours to be certified

- One time payment $250 (net), currently $412 (gross)
- Increase given within 30 days of completion verification
- Multiple completions of program will not result in additional one-time payment
- All requirements must be fulfilled before payment is granted
- Payments subject to appropriate taxes and withholdings

Advanced Leadership Program: This program builds on the Leadership Development Program and focuses on strong leadership.

15 hours required core courses
3 Special Opportunities (exclusive to ALP participants)
1 year time frame to complete
Total of 15 hours + 3 Special Opportunities to be certified

- One time payment $100 (net), currently $163.67 (gross)
- Increase given within 30 days of completion verification
- Multiple completions of program will not result in additional one-time payment
- All requirements must be fulfilled before payment is granted
- Payments subject to appropriate taxes and withholdings

HR Star Performer: This program is exclusive to Human Resources Personnel (HRS).

12 hours required core courses
Session I is a prerequisite to all other sessions
1 year time frame to complete
Total of 12 hours to be certified

- One time payment $75 (net), currently $124 (gross)
- Increase given within 30 days of completion verification
- Multiple completions of program will not result in additional one-time payment
- All requirements must be fulfilled before payment is granted
- Payments subject to appropriate taxes and withholdings

Fiscally Fit Program: This program provides new and prospective administrative support staff with information to manage fiscal functions in the office environment. It is recommended for both experienced and entry level office staff who are responsible for completing daily and monthly fiscal tasks.

Courses are 1 – 2.5 hours in length.
20 hours of topics related to job responsibilities
2 year time frame to complete
Total of 20 hours to be certified

-One time payment $150 (net), currently $247 (gross)
-Increase given within 30 days of completion verification
-Multiple completions of program will not result in additional one-time payment
-All requirements must be fulfilled before payment is granted
-Payments subject to appropriate taxes and withholdings

Administrative Professional Program: This program is designed specifically to provide professional development for individuals who serve in an administrative professional role and who are categorized into one of the following job codes: 0328 Advanced Administrative Support Staff, 0338 Administrative Support Contributor, 0340 Administrative Support Supervisor, 0332 Administrative Services Contributor, 0334 Administrative Services Supervisor.

Core classes are 2 hours in length.
8 hours required core courses
22 hours of specially marked electives selected by employee
2 year time frame to complete
Total of 30 hours to be certified

-One time payment $100 (net), currently $163.67 (gross)
-Increase given within 30 days of completion verification
-Multiple completions of program will not result in additional one-time payment
-All requirements must be fulfilled before payment is granted
-Payments subject to appropriate taxes and withholdings

Educational Attainment: In the Student Affairs, we firmly believe in the importance of furthering one's education through higher education and the attainment of degrees.

Included Positions:
-All continuous regular staff positions of .75 - 1.0 FTE within the Student Affairs
-Employee must have at least one year of Student Affairs service prior to completion of degree program
-Degree pursued needs to be beneficial for both the department and the Employee and signed off on by the appropriate Department Head or Director.

Approved Certifications:
-All degrees received from accredited higher education institutions

The appropriate department head or Director must approve training plans prior to scheduled courses to ensure adequate staffing and budgetary considerations. Staff Fee Waivers are also available.

Pay Increases:
-Incentive Schedule:
  a All payments are an increase to base pay.
  a Associates degrees - $1200/year ($0.58/hour or $100/month)
- Baccalaureate degrees - $2,400/year ($1.15/hour or $200/month)
- Masters degrees - $3,600/year ($1.73/hour or $300/month)
- Doctoral degrees - $4,800/year ($2.31/hour or $400/month)

- Increase will be given within 30 days of degree attainment as verified through official transcript from awarding institution
- Multiple completions of similar degrees will not result in additional payments. No payments will be given for lesser degree completion (i.e. employee has a masters degree and later earns a bachelors degree)
- Payments are subject to appropriate taxes and withholdings

The Student Affairs 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 Student Affairs and any or all of its employees.

Approval:

___________________________
Department Head or Director

[Signature]
Dr. Lee Bird
Vice President, Student Affairs
Student Affairs
Staff Incentive Award Completion Checklist
for Educational Attainment

All information must be checked in order to receive a staff incentive award payment.

Employee Name: ________________________________________________

☐ Employee is a full-time staff member of the Student Affairs

☐ Employee is appointed at 75% time or more

☐ Employee has at least one year of Student Affairs service prior to completion of degree

☐ Employee had a satisfactory or better individual performance evaluation within the year of the award distribution and no current corrective actions.
Performance Evaluation Score: ________________________________

☐ Employee attended a minimum of four (4) Quarterly Safety Trainings annually (January through December) within the year of the award distribution
Name of Safety Training and Dates should be filled in below:

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

☐ All supervisors must meet a minimum requirement of attending Performance Evaluation Training at least once every three years.
Last Performance Evaluation Training Date: ____________________________

☐ Employee provided verification through official university transcript showing degree attainment (attach documentation).

☐ Degree is received from an accredited higher education institution after July 1, 2004.

For department use only:

☐ Employment Action (EA) prepared for signatures Date: ______________
Check appropriate box for educational attainment level and amount:
☐ Associates degree, $0.58/hour, $100/month, $1,200/year
☐ Bachelors degree, $1.15/hour, $200/month, $2,400/year
☐ Masters degree, $1.73/hour, $300/month, $3,600/year
☐ Doctoral degree, $2.31/hour, $400/month, $4,800/year

☐ Employment Action (EA) sent to Whitehurst for processing Date: ______________

Approval by Director or Department Head: ___________________________ Date: ______________
Student Affairs
Incentive Awards Programs
Enrollment Form
for OSU Training Programs

Employee Name: ___________________________ Date: ___________________________

Department: ___________________________

In order to advise the Human Resource Liaison of your intent to participate in the Incentive Awards Program, you must complete an enrollment form. If you need more information concerning these programs, please see your supervisor or contact Human Resource Training.

As soon as your supervisor has approved your training plan and you have chosen the program and classes you will attend, send a list of the classes and chosen program to the department Human Resources Liaison who will enroll you with the University.

Please check the program(s) you wish to be enrolled in:

- **Ambassador Program**
  This program consists of 30 hours of seminars. The 15 hours of required core courses focus on basic functions of all employees regardless of title. The 15 hours of specially marked electives are selected by you to meet your particular job needs and interests. The program must be completed within a 2 year period.

- **Administrative Professionals Program**
  This program consists of 30 hours of seminars. The 8 hours of required core courses focus on developing and enhancing the knowledge and skills of staff members who play critical roles in Student Affairs. The 22 hours of specially marked electives are selected by you to meet your particular job needs and interests. The program must be completed within a 2 year period.

- **Leadership Development Program (LDP)**
  This program is designed to enhance the supervisory skills of managers, supervisors, and administrative personnel. The program consists of two elements: 5 hours of required seminars and 45 hours of specially marked elective seminars. You must complete 50 hours of training within a 3 year period.

- **Advanced Leadership Program (ALP)**
  This program will help you to achieve your goal by building on the LDP and focusing on strong leadership. ALP consists of two elements: special opportunities and professional development. At the end of the year, you will be asked to complete and turn in a curriculum sheet on which you will list the special opportunities and professional development courses you have attended. You will evaluate the programs and indicate ways in which you have been able to utilize what you have learned the past year. You must attend at least three special opportunities and 15 hours of professional development seminars in the previous calendar year.

- **Fiscally Fit Program**
  This program provides new and prospective administrative support staff with information to manage fiscal functions in the office environment. It is recommended for both experienced and entry level office staff who are responsible for completing daily and monthly fiscal tasks. You must complete 20 hours of training within a 2 year period.

- **HR Star Program**
  This program is designed exclusively for Human Resources Personnel within Student Affairs. It consists of four comprehensive courses designed to help navigate through the Human Resources System (HRS). You must complete 12 hours of required core course within a 1 year period.

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Signature of Employee ___________________________ Date ___________________________

Signature of Supervisor ___________________________ Date ___________________________

Signature of Department Head ___________________________ Date ___________________________

Signature of Director ___________________________ Date ___________________________

*See back for eligibility criteria and completion check list.*
Student Affairs
Staff Incentive Award Completion Checklist
for OSU Training Programs

All information must be checked in order to receive a staff incentive award payment.

Employee Name:________________________

☐ Employee is a full-time staff member of Student Affairs

☐ Employee is appointed at 75% time or more

☐ Employee had a satisfactory or better individual performance evaluation within the year of the award distribution
   Performance Evaluation Score:__________

☐ Employee attended a minimum of four (4) Quarterly Safety Trainings annually (January through December) within the year of the award distribution
   Name of Safety Training and Dates should be filled in below:
   ______________________________________________
   ______________________________________________
   ______________________________________________
   ______________________________________________

☐ All supervisors must meet a minimum requirement of attending Performance Evaluation Training at least once every three years.
   Last Performance Evaluation Training Date:_______________

☐ OSU Training Department verified completion of program (attach documentation).

☐ Department HR liaison verified the employee completed an enrollment form

For department use only:

☐ On-line special payment is prepared in HRS system
   Check appropriate box for program and award amount:
   ☐ Ambassador Program, $247 gross
   ☐ Administrative Professional Program, $163.67 gross
   ☐ Leadership Development Program, $412 gross
   ☐ Advanced Leadership Program, 1st year, $163.67 gross
   ☐ HR Star Performer, $124 gross
   ☐ Fiscally Fit Program, $247 gross
   Date:_______________

☐ On-line special payment is approved in HRS system (print screen)
   Date:_______________

Approval by Director or Department Head:__________________________ Date:____________________
Student Affairs
Incentive Awards Programs
Enrollment Form
for Educational Attainment

Employee Name: ________________________________ Date: ______________

Department: ______________________________________

In Student Affairs, we firmly believe in the importance of furthering one's education through higher education and the attainment of degrees.

Included Positions:
- All continuous regular staff positions of .75-1.0 FTE within the Student Affairs
- Employee must have at least one year of Student Affairs Service prior to completion of degree program

Approved Degrees:

- Degree pursued needs to be beneficial for both the department and the Employee and signed off on by the appropriate Director.

- All degrees received from accredited higher education institutions

- Employee must maintain "good" level performance (3.0 on 4.0 scale) and no current corrective actions.

- Employee attended a minimum of four (4) Quarterly Safety Trainings annually (January through December) within the year of the award

The appropriate unit head or Director must approve training plans prior to scheduled courses to ensure adequate staffing. Staff Fee Waivers are also available.

Please check the degree(s) you wish to enroll in:

☐ Associate degree
☐ Bachelors degree
☐ Masters degree
☐ Doctoral degree

-Degree field: __________________________________________
-Specialty in field if applicable: ________________________
-Which institution received degree: ______________________

Signature of Employee ________________________________ Date ______________

Signature of Supervisor ________________________________ Date ______________

Signature of Department Head __________________________ Date ______________

Signature of Director _________________________________ Date ______________