OSU Training Certification Program
Incentive Plan
Division of Academic Affairs

The following programs can be found and completed through OSU Talent Development/University Human Resources.

<table>
<thead>
<tr>
<th>Certificate Programs</th>
<th>Eligible Positions*</th>
<th>Payment Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>OSU Ambassador Program</td>
<td>All continuous, regular nonexempt staff</td>
<td>$150 one-time payment net*</td>
</tr>
<tr>
<td>OSU Leadership Development Program</td>
<td>All continuous, regular staff</td>
<td>$250 one-time payment net*</td>
</tr>
<tr>
<td>OSU Administrative Professionals Program</td>
<td>All continuous, regular staff with one of the following class codes: 0328, 0338, 0340, 0332, 0334.</td>
<td>$100 one-time payment net*</td>
</tr>
</tbody>
</table>

*Employee must maintain “good/competent” level of performance or equivalent

Pay Incentives:
- Eligibility for programs listed above.
- Increase will be given within 30 days of program completion verification through OSU Talent Development.
- Multiple completions of the same certificate 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, withholdings and FLSA guidelines.
- If a department is unable to provide payment due to severe budgetary constraints, review and approval of the exception by the appropriate Sr. Vice President and Provost is required.
- Employees who are currently on corrective action in accordance with OSU Policy 3-07203 (Corrective Action and Dismissal for Staff) are generally ineligible to receive this incentive; however, they can become eligible by successfully completing the corrective action plan established for them. Please contact Human Resources Consulting Services if you have questions regarding corrective action and staff eligibility.

*Visit https://payroll.okstate.edu/gross-pay-calculator to figure gross pay for incentive.

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Review and Approval:

Christa Louthan, SPHR; Chief Human Resources Officer 7/24/19

Dr. Gary Sandefur; Sr. Vice President and Provost 7/31/19

OSU Human Resources

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