

UADA Policy 445.1

Division of Agriculture Educational Incentive Policy

Purpose:

The University of Arkansas System Division of Agriculture offers payment of up to 6% of the employee's salary for degree attainment to increase degree completion rate among employees and to develop the University's human capital. The University of Arkansas System Division of Agriculture also believes increasing degree completion rates among Division employees is critical to recruitment and retention of employees, and therefore has established this educational incentive policy.

Qualifications (all are required):

All Division benefited-appointed employees are eligible for educational incentives except all faculty (including instructors) and county extension agents. Agents, also known as Post-Secondary Teachers in our IPEDS reports, are covered by a separate educational program, which is used amongst all Southern Region states, and is like the educational incentive that public schools establish between those teachers who have bachelor's degrees, master's degrees, or Ph.D.'s. The degree must be obtained on or after July 1, 2014, from a college or university with accreditation by an accrediting agency recognized by the U.S. Department of Education.

Documentation:

- 1) A completed application, with all approval signatures from the appropriate supervisor and department heads.
- 2) A final official transcript showing a degree conferred from an accredited college or university; the date of degree attainment shall be the date the degree is conferred by the college or university, as shown on the official transcript.

Educational Incentive:

- 1) Eligible employees who receive a bachelor's degree or higher (Master or Doctorate) will receive a 6% increase to their base salary.
- 2) For those positions that receive an associate degree, the employee will receive a 3% increase in their base salary. For example, if a Maintenance Assistant receives a 2-year associate degree at Pulaski Tech, then the employee would receive a 3% educational increase to their base salary.
- 3) The effective date for the incentive will be determined after all documentation is received and confirmed by Human Resources. After Human Resources verifies all documentation, the base increase will be effective in the next payroll period.

Exclusions/Limitations:

- 1) The employee may not receive an educational incentive if the education is included in the minimum qualifications or a special requirement of their position.
- 2) Limited to a total of 6% per qualified employee. For example, if an employee receives a 3% sum for receiving an associate degree the employee would only be eligible for an additional 3% for receiving an additional degree.
- 3) The degree cannot be an additional degree of a type already held by the employee. For example, an employee would not be eligible for the incentive for attaining a second bachelor's degree or a second master's degree. Any exceptions must receive prior approval by the appropriate Senior Associate Vice President.

Division of Agriculture
Application for Education Incentive

Employee Name:

Employee ID#:

Employee Department / Unit:

Employee Line Item Title:

Degree Obtained: Associate Bachelor Master Doctorate

Discipline:

By signing below, I attest that the following statements are true and accurate:

- I am currently appointed as a staff member of the University of Arkansas System Division of Agriculture.
- The degree I obtained was received during my employment with the Division of Agriculture, and such degree is not included as a minimum or special requirement for my position.
- I have attached an official transcript for the degree conferred.

Employee Signature

Date

Supervisor Signature

Date

Unit Head Signature

Date

FOR HR USE ONLY:

Approved: _____ Denied: _____

If approved: 3% _____ 6% _____

HR Representative: _____

Date: _____

Submit this form and an official transcript to HR @ humanresources@uada.edu.