



POLICY STANDARDS

Requirements for establishing a Payment for Attainment of Advanced Degree Policy under Civil Service Rule 6.16(h) include:

- The Payment for Attainment of Advanced Degree policy must be submitted to the Department of State Civil Service for approval by the SCS Commission prior to implementation.
- Advanced Degrees eligible for this payment must be job-related and stated in your policy.
- The names of recipients and the amounts granted must be posted at the agency.
- Agencies must submit an annual report by July 31 to State Civil Service. This report must detail payments made to employees under this policy.

IMPLEMENTATION GUIDELINES

- In accordance with SCS Rule 6.16(h), agencies may grant up to 10% base pay to a permanent employee for the attainment of a job-related advanced degree.
- No payments shall be made under this rule until the employee has submitted proof of the degree, in the form of an official transcript, to the agency.
- If an employee earned a job-related advanced degree while employed by the agency prior to the effective date of the agency's policy, the agency may grant a prospective increase to the employee on the effective date of the agency's policy. Proof and verification of the degree, in the form of an official transcript, is required prior to payment.
- Awards granted under this rule shall not exceed the employee's pay grade maximum.
- Agencies may opt to grant a lump sum payment under Civil Service Rule 6.16.1 for Rewards and Recognition, in accordance with a SCS Commission approved policy, in lieu of a base pay adjustment under Civil Service Rule 6.16(h).
- If the employee has already been compensated for the attainment of the advanced degree under any other Civil Service Rule, such as 6.5(g), the employee is not eligible for additional payments under Civil Service Rule 6.16(h).