



## **JOB AIDS AND RESOURCES**

### **Payment for Attainment of Advanced Degree – Implementation Guidelines**

The implementation requirements for the use of this rule are:

- Each agency must develop, adopt and post a written policy
- The Rewards and Recognition policy must be submitted to the Department of State Civil Service for approval by the SCS Commission prior to implementation
- The policy must state the eligible job fields and related degrees
- Agencies must submit an annual report by July 31 to State Civil Service detailing payments made to employees under this policy
- The names of recipients and the amounts must be posted at the agency

No payments shall be made under this rule until the employee has submitted proof of the degree 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 an increase to the employee on the effective date of the agency's policy, upon proof and verification of the degree. No retroactivity in payments will be allowed. Awards granted under this rule may not exceed the employee's pay grade maximum.

Agencies may opt to grant a lump sum payment under Rule 6.16.1 for Rewards and Recognition in lieu of a base pay adjustment under this rule. If the employee has already been compensated for the attainment of the advanced degree through another State Civil Service rule such as 6.5(b) or 6.5(g), the employee is not eligible for additional payments.