



POLICY & PROCEDURE DOCUMENT

NUMBER: 4.4301

DIVISION: Finance and Administration

TITLE: Compensation for Education and Special Training

DATE: January 3, 2000

REVISED: March 14, 2024

Policy for: All Regular Full-Time Non-Faculty Employees

Authorized by: Department of Human Resources

I. Purpose and Scope

The University recognizes the personal and institutional benefits of continuing education and special training. In recognition of developmental achievements, employees who become certified/licensed in a recognized profession/area, or who earn an associate's, bachelor's, or graduate degree are rewarded with pay.

II. Policy

1. Pay rewards for certifications/licensures are paid to recognize an employee's initial certification/licensure in a profession/area. "Re-certifications" (which have been previously compensated for under this policy) are not compensable under this policy. An employee may be compensated for no more than three (3) different certifications while employed at Western Kentucky University. The Department of Human Resources reserves the right to disapprove pay rewards for certifications/licensures which are not consistent with the intent of this policy.
2. Pay rewards for degrees will be paid effective January 1, July 1, or September 1 immediately following the attainment of the degree or otherwise upon receipt of proper documentation.
3. Payments for certifications/licensures are made as they occur and upon receipt of the required documentation. Copies of transcripts or other documentation should be forwarded to Human Resources to provide evidence of the degree or certification/licensure. Timely submission of documents is encouraged since no retroactive pay will be permitted under this policy.

4. All pay rewards will be funded from the central University budget (excluding grant and auxiliary funded units) and are subject to the availability of funds. Employees must be in “good standing” and rated at satisfactory or above on the most recent written performance evaluation. Employees are not eligible for additional compensation if the degree or certification/licensure is a condition of employment (i.e., a job requirement). The attainment of a second degree at an equivalent level does not qualify under this policy. Pay rewards will only be provided for education and special training received after the effective date of this policy.

III. Procedure

1. For pay rewards associated with degrees, employees are given the option of receiving a lump-sum, one-time payment of the designated amount OR having the designated amount added to base pay. Pay rewards for certifications/licensures are paid in lump sum amounts only and are not added to base pay. Employees must be in an “active employment status” to be eligible for a lump-sum payment under this policy. If a degree or certification/licensure is received after an employee has submitted a letter of resignation, no payments will be made under this policy.
2. Employees must have completed six (6) months of continuous full-time employment prior to being eligible for payments as provided under this policy.
3. Pay rewards will adhere to the following schedule:

GED	\$200
Certification/Professional Designation/Licensure	\$300
Associate's Degree	\$300
Bachelor's Degree	\$500
Master's Degree	\$700
Specialist Degree	\$900
Doctoral Degree	\$1200

IV. Exclusions

V. Related Policies

See also:

VI. Reason for Revision

March 14, 2024 – Revised for grammatical change

Appendices: