



Policy Title: **Graduation Incentive Program**

Policy Number: PS 14

Purpose of Policy: To establish criteria and requirements for an employee Graduation Incentive Program that is designed to encourage and recognize employees in their development and self-improvement. This policy applies only to active Bellevue University employees who obtain their first undergraduate or graduate degree while employed at the University.

Applies to: All Employees

Policy Statement:

1. Employee Eligibility:

- a. All full-time, regular employees who have worked for Bellevue University at least twelve months.
- b. The degree completion is a direct requirement of the employees' current position or will provide an opportunity for career advancement.
- c. The employee must be meeting performance expectations in their current position and not be on a performance improvement plan.

2. General:

- a. An employee must be actively employed at Bellevue University at the time the incentive payment is issued.
- b. The employee has not previously received a degree for the same educational level. NOTE: This program does not apply to employees who receive a second undergraduate or graduate degree.
- c. Nothing in this policy is intended to imply a commitment by the University to guarantee employment during the period of education.

3. Incentive:

- a. If the degree is not required for the current position, the incentive will be paid as a one-time lump sum payment.
- b. If the degree is a requirement for the employee's current position, the incentive will be added to the employee's annual base wage.
- c. The incentive amount will vary based on the level of degree completion, as follows:
  - Bachelors degree - \$1,000
  - Masters degree - \$1,500

4. Disputes: Disputes regarding participation in and increases covered under this program should be directed to your management. Exceptions to this policy should follow the Bellevue University exceptions process, which can be initiated by a manager and requires the approval of the President.

5. Responsibilities:

- a. Management – Managers have the responsibility to review and determine what type of incentive is warranted. Prior to granting approval to increase an employees salary, the manager should validate that the degree has been conferred and determine whether work performance meets established requirements.
- b. Employee – The employee is responsible for notifying their manager that they have completed all degree requirements and, if graduating from an institution other than Bellevue University, provide a copy of their diploma and official transcript for retention in their personnel file. Employees not meeting performance expectations or who are currently on a performance improvement plan are not eligible for this program.

*The terms of this policy may be modified or eliminated by Bellevue University at any time with or without notice.*

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Supporting Documentation: Employee Handbook

Keywords: employees, staff, faculty, graduation incentive

Responsible Office: Human Resources

Contact Information: Human Resources  
402-557-7351

Approved by: Dr. Mary Hawkins

Effective Date: January 31, 2018

Review Cycle and Dates: This policy statement supersedes previous versions of PS 14, dated May 31, 2007.

APPROVED:

/signed/  
Dr. Mary Hawkins, Bellevue University President

1/31/2018  
Date