



ASUB Standard Operating Procedure – 3002

Standard Operating Procedure Synopsis

Title: **PROFESSIONAL DEVELOPMENT PROGRAM EDUCATION/CAREER DEVELOPMENT BONUS**

Approval Date: June 7, 2023

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Responsible Officer (RO): Vice Chancellor for Finance and Administration

Standard Operating Procedures Manager (PM): Director of Human Resources

A. Purpose and Scope

In order to increase the degree completion rate among employees, Arkansas State University-Beebe will recognize employees for their professional development efforts by awarding a one-time bonus for the attainment of a degree or professional license. All bonuses are subject to the availability of funds.

B. Definitions

Associate Degree – Undergraduate degree awarded for completion of a two-year academic program obtained from a college, university or another accredited program typically requiring 60 credit hours or more, depending on the program.

Bachelor's Degree – Undergraduate degree awarded for completion of a four-year academic program obtained from a college, university or accredited program requiring a minimum of 120 credit hours or more, depending on the program.

Master's Degree – Follows a bachelor's degree typically requiring 30 credit hours or more, depending on the program.

Doctoral Degree – The highest level of academic achievement typically requires 90 to 120 credit hours, depending on the program.

Official Transcript – An official record of all academic degrees and academic coursework earned by an employee. Transcripts are considered official when received via the U.S. Postal Service (or other reputable mail courier service) in a sealed envelope or an encrypted email attachment from the issuing college or university.

Professional License – Awarded by a local, state or federal agency granting the recipient legal authority to practice a designated scope of a specific profession in their area of expertise.

Proof of Professional Licensure – A professional license may include verification by license type and current status; license number; issuance date; expiration date; and any disciplinary actions/sanctions and/or limitations.

C. Procedures

Eligibility

- Employees must complete the “Professional Development Program Education/Career Development Bonus Application” form and receive approval from their supervisor, vice-chancellor and human resources. The application must be submitted to human resources prior to the completion of the degree program.
- An approved degree or professional license must be from a regionally accredited institution.
- The approved degree or professional license must not be a requirement or minimum qualification established in the job description for the employee’s current position.
- Employees must be in a full-time position a minimum of one year prior to the completion of the degree or professional license. For employees who have not been employed for one full year of service and who have returned to the college after a break in service, prior employment with the college must include at least one full year of service.
- Employees are eligible for one bonus per degree level. Additional degrees/professional licenses at the same level or lower will not be eligible for additional bonuses. The degree must be at a higher level than a degree already held.
- Professional development one-time bonus and employee’s current salary may not exceed the line-item maximum specified in the ASU-Beebe Appropriation Act for the fiscal year in which the funds are to be disbursed.

Compensation

ASU-Beebe will recognize all employees for professional development efforts by awarding a one-time bonus for the attainment of the following:

Degree:	Cap:
Associate degree	\$1,500
First professional license	\$1,500
Bachelor's degree	\$2,000
Master's degree	\$3,000
Doctoral degree	\$5,000

Bonuses will be disbursed during the first pay period after the receipt and approval of the official transcript or proof of professional licensure by the Office of Human Resources and the Vice Chancellor for Finance and Administration (VCFA). If payroll has been processed for the pay period, the one-time bonus will be paid the following pay period. If an employee terminates employment after attainment of the educational goal and before disbursement, said payment is forfeited.

Application Process

1. Employee must submit a written request utilizing the “Professional Development Program Education/Career Development Bonus Application.”
2. The application must be reviewed and approved by the supervisor, vice chancellor and the Office of Human Resources.
3. Upon completion of the employee’s educational plan, the employee must provide evidence via an official transcript or proof of professional licensure.
 - a. Faculty must submit an official transcript to the Office of the Vice Chancellor for Academics (VCA).
 - Email to VCA. The VCA will forward a copy to the Office of Human Resources.
 - Mail to: Attn: Vice Chancellor for Academics, P.O. Box 1000, Beebe, AR 72012. The VCA will forward a copy to the Office of Human Resources.
 - b. Staff must submit an official transcript or proof of professional licensure to the Office of Human Resources.
 - Email: hr@asub.edu
 - Mail to: Attn: Human Resources, P.O. Box 1000, Beebe, AR 72012.
4. Upon review of the “Professional Development Program Education/Career Development Bonus Application,” Human Resources will notify the employee whether or not the application meets the program requirements.

D. Related Information

Human Resources

- The Office of Human Resources will maintain award records on a fiscal year basis.
- A report will be submitted to the VCFA on an as-needed basis for payment of one-time bonuses.
- Challenges to the program and/or appeals should be submitted through the ASU-Beebe grievance process.

Links

[Professional Development Program Education/Career Development Bonus Application DocuSign](#)

[ASU System Staff Handbook](#) **See Professional Development Program (p.30).*