

## **University of Arkansas System Division of Agriculture Educational Differential Incentive Policy**

### **Purpose:**

Act 258 of 2014 authorizes the University of Arkansas System to offer one time lump-sum incentive bonuses or educational differentials of up to 6% of the employee's salary for degree attainment in order to increase degree completion rate among employees and to develop University's human capital. The University of Arkansas Division of Agriculture also believes increasing degree completion rates among Division employees is critical to recruitment and retention of employees, and therefore has established this educational differential incentive policy effective from July 1, 2014 through June 30, 2017, unless extended by law.

### **Qualifications: (all are required)**

- 1) All Division benefited- appointed employees, including classified and non-classified, are eligible for educational differential incentives. **This policy excludes: All Faculty (including Instructors) and County Extension Agents.** Agents, also known as Post-Secondary Teachers in our IPEDS reports, are already covered by a separate educational differential program, which is used amongst all of our Southern Region States, and is similar to the educational differential that public schools establish between those teachers who have bachelor's degrees, master's degrees, or Ph.D.'s.)
- 2) The degree must be obtained on or after July 1, 2014, from a college or university with accreditation by an accrediting agency recognized by the U.S. Department of Education.

### **Documentation:**

- 1) A completed application, with all approval signatures from the appropriate supervisor and department heads.
- 2) A final official transcript showing degree conferred from an accredited college or university; the date of degree attainment shall be the date the degree is conferred by the college of university, as shown on the official transcript.

**Educational Differential Incentive:**

- 1) Both classified and non-classified employees who receive a bachelor's degree or higher will receive a 6% differential of their base salary<sup>1</sup>.
- 2) For those classified positions that receive associates degree, the employee will receive a 3% educational differential increase in their salary. (For example, if a Maintenance Assistant receives a 2-year associates degree at Pulaski Tech, then the employee would receive a 3% educational differential increase. )
- 3) The effective date for the incentive will be determined after all documentation is received and confirmed by Human Resources. After Human Resources verify all documentation, the increase will be effective on the next payroll period.

**Exclusions/Limitations:**

- 1) The employee may not receive an educational differential if the education is included in the minimum qualifications or special requirement.
- 2) Limited to one educational differential incentive per qualified employee.
- 3) The degree cannot be an additional degree of a type already held by the employee. For example, an employee would not be eligible for the incentive for attaining a second bachelor's degree or a second master's degree. (Any exceptions must receive prior approval by the appropriate Associate Vice President.)

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<sup>1</sup> Classified employees will receive a 6% differential increase which will not be included, but added, to their base salary. When classified employees are awarded a merit increase and/or a cost of living increase, the educational differential will not be included in determining the amount of those increases. For non-classified employees, the educational incentive will be applied to the non-classified's base salary.

**Application for Education Differential Incentive**

Employee Name: \_\_\_\_\_

Employee ID#: \_\_\_\_\_ Department: \_\_\_\_\_

Line Item Title: \_\_\_\_\_

Degree Obtained:  Associate  Bachelor  Master  Doctorate

Discipline: \_\_\_\_\_

By signing below, I attest that the following statements are true and accurate:

- I am currently appointed as a staff member of the University of Arkansas Division of Agriculture.
- The degree I obtained was received during my employment with the Division of Agriculture, and such degree is not included as a minimum or special requirement for my position.
- I have attached an official transcript for the degree conferred. **(If a Cooperative Extension Service employee, also attached is a completed E-HIRE 100, signed by the supervisor.)**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

FOR HR USE ONLY:

Disapproved  Approved:

{ Classified: Apply  3% or  6% differential  
 Non-Classified:  6% increase to employee's base salary.

\_\_\_\_\_  
Human Resources Approver

Date: \_\_\_\_\_

**Submit this form and official transcript to:**

Donna Rothberg, Director of Human Resources, CES; or Jamie Bentley, HR Manager, for AES.