

DEGREE BONUS GUIDELINES

Full-time non-academic staff who complete a degree from Webster University or from any other accredited institution of higher education will be granted a cash award of \$500 for an Associate's degree, \$1000 for a Bachelor's degree, \$1500 for a Master's degree and \$2000 for a Doctorate degree. Degrees must be completed while employed full-time at the University and the employee must be actively at work at the University when payments are made. To receive an award in June of any fiscal year, the degree must be conferred between June 1 and May 31 of the prior fiscal year.

The award will be made at the beginning of the new fiscal year following receipt of the degree. Award amounts are charged to the appropriate departmental budget.

PROCEDURE

In order to receive the award, the eligible employee must complete *Request for Award for Completion of Degree* form and submit it to the Human Resources Department in May of each year. (Forms are available from the Human Resources Department in St. Louis and at the end of these Guidelines.)

Upon return of the form, Human Resources sends the form to the Registrar's office for verification of the degree. If the degree is received from another institution, verification is required from that institution (i.e., copy of transcript or diploma).

When the form is received back in Human Resources with verification/approval from the Registrar, the Director for Human Resources signs the form and forwards it to the Payroll office.

Payroll issues the bonus payment on a pay period in June, depending upon receipt of the approved request form.

If an employee terminates employment with Webster University or is terminated before the degree awards are issued, even though they have completed the degree, the employee will not receive the award.

If the employee has an incomplete grade(s) or outstanding fees, the award will not be granted until the degree is released by the Registrar's office. If this occurs after May 31, the employee may receive the bonus in the following fiscal year and must follow the same process as before.

If an eligible employee is on a leave at the time the award checks are issued he/she must return to active employment before receiving the award.

A dual-area (double major) degree will be considered one degree and the employee will receive one award amount.

A degree awarded under the Combined Degree Program will be considered two degrees and the employee will be eligible for two awards.

An employee may receive an award for each level of degree achieved. If an additional degree is earned (bachelor's, master's or doctoral), the award amount will be one-half of the first degree earned as follows:

Bachelor's	\$500
Master's	\$750
Doctorate	\$1000

If an employee has received a \$500 award for an Associate's degree, and at a later date completes a bachelor's degree, the bonus will be \$500 for the bachelor's degree.