

**OSU Training Certification Program  
Incentive Plan  
Division of Agricultural Sciences and Natural Resources**

The following programs can be found and completed through OSU Training Services/University Human Resources.

Certificate Programs	Eligible Positions	Payment Schedule
OSU Ambassador Program	All continuous, regular nonexempt staff	\$150 one-time payment net*
OSU Leadership Development Program	All continuous, regular staff	\$250 one-time payment net*
OSU Administrative Professionals Program	All continuous, regular staff with one of the following class codes: 0328, 0338, 0340, 0332, 0334.	\$100 one-time payment net*

**Pay Increases:**

- Eligibility for programs listed above.
- Increase will be given within 30 days of program completion verification through OSU Training Services.
- Multiple completions of the same certificate program will not result in additional one-time payments.
- All program requirements must be fulfilled before a payment can be granted.
- Payments are subject to appropriate taxes, withholdings and FLSA guidelines.
- If a department is unable to provide payment due to severe budgetary constraints, review and approval of the exception by the appropriate Vice President is required.
- Employees who are currently on corrective action in accordance with OSU Policy 3-07203 (Corrective Action and Dismissal for Staff) are generally ineligible to receive this incentive; however, they can become eligible by successfully completing the corrective action plan established for them. Please contact Human Resources Consulting Services if you have questions regarding corrective action and staff eligibility.

\*Visit <https://payroll.okstate.edu/gross-pay-calculator> to figure gross pay for incentive

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**Review and Approval:**

 7/24/19  
Christa Louthan, SPHR; Chief Human Resources Officer

 8/5/19  
Dean Thomas Coon, DASNR Vice President, Dean and Director