



Series: HR- Benefits **COA:** HR 5.02
CFOP: NA

Policy Name: Educational Milestones
Policy Number: HR-2605
Revision #/Date: NA
Effective Date: 7/07

Applicable to: All Full Time CBCB Staff

SUBJECT: Educational Milestone Recognition (PENDING FUNDING)

PURPOSE: This incentive policy is designed to recognize and reward those CBC of Brevard employees who take the time and interest to advance their educational background in a field of study that is applicable to the work of the Agency, the individual's current and/or future work responsibilities. It is a part of CBC of Brevard's on going support of its employees and desire to incent and recognize the achievement of milestones

PROCEDURE:

Milestones

1. CBC of Brevard strives to support staff in their pursuits of increasing their education. This program is based on availability of funding and subject to change and or discontinue at any time.
2. Eligible employees are those who have been employed as a full time employee for a minimum of six (6) months. The planned incentives are as follows:
 - An Associates Degree will be awarded by a taxable incentive amount of \$500.00
 - A Bachelors Degree will be awarded by a taxable incentive amount of \$1,000
 - A Masters Degree will be awarded by a taxable incentive amount of \$1,500
 - A Doctorate will be awarded by a taxable incentive amount of \$2,000
3. All incentive payments will be processed on the normal payroll cycle following receipt of proof of coursework completion, receipt of the diploma and properly signed internal documentation.
4. It is the supervisor's responsibility to inform an employee of the required documentation in order to request the incentive payment. Supervisors have the responsibility to prepare and submit the required documentation including a Personnel Action Form (PAF) indicating the appropriate incentive payment.

Licensure

1. The Agency will also reimburse an employee who obtains specific, relevant and/or required licensure in the state of Florida based on his or her current position within the Agency. Examples include LICSW, CPA, Clinical Mental Health Certifications, etc.

Community Based Care of Brevard, Inc. Policy and Procedure Manual

2. The determination of "relevant" licensure is made at the sole discretion of the Agency, therefore, it is strongly suggested that employees check with their supervisors to ensure that a specific licensure will qualify. The incentive paid for attainment of licensure will be determined in the sole judgment of the Agency.

NOTE: All payments are subject to verification and availability of funding. This program may be amended, suspended or cancelled at the sole discretion of the company at any time.

BY DIRECTION OF THE CHIEF EXECUTIVE
OFFICER:



DR. PATRICIA NELLIUS-GUTHRIE
Chief Executive Officer
CBC of Brevard, Inc.

APPROVAL DATE: 3/19/09