



Degree and Certification Recognition Bonus Guidelines & Form

Beginning January 2019, departments may award recognition bonuses to administrative/professional faculty, instructional/research faculty, research staff, and non-probationary classified employees who earned a degree or qualifying certification. Non-student wage employees, student workers and adjunct faculty are not eligible for the degree or certification bonus. This bonus is discretionary pay.

To make a submission, please follow the steps below:

Step 1. Determine eligibility for the recognition bonus:

- **General Qualifications for both Degrees and Certifications**
 - The employee received a satisfactory rating on their last performance evaluation
 - The employee is an active employee at the time of payment
 - The degree or certificate was earned while employed at Mason
 - Bonuses may not be awarded retroactively
 - Formal apprenticeship programs are not eligible

- **Degree Bonuses**
 - All degree requirements were completed within the last six (6) months
 - The degree was earned from George Mason or another accredited university
 - The degree is the first of its type the employee has earned (only 1 bonus paid per degree type)
 - Instructional/research faculty are only eligible for the PhD/terminal degree bonus

- **Certification Bonuses**
 - The certification must be business related
 - A recertification, or completing CLE credits, are not eligible for a bonus
 - Only one certification bonus can be awarded per fiscal year
 - It is a GED, TASC or HiSET (High School Equivalency Exam)
 - It is a professional certification
 - Certified Public Accountant (CPA), Professional in Human Resources (PHR), Certified Internal Auditor (CIA), Certified Fund Raising and Executive (CFRE), and similar qualify
 - Some GMU training programs may qualify
 - EPE and similar continuing education programs do qualify
 - HR, Fiscal, ITS, and similar workshops and certificates do not qualify



Human Resources & Payroll

4400 University Drive, MS 3C3, Fairfax, Virginia 22030

Phone: 703-993-2600; Fax: 703-993-2601

Step 2. Determine the amount of the bonus:

- The minimum bonus that can be awarded is \$100
- Bonuses may be awarded up to a maximum of:
 - Certifications and GEDs: \$500
 - Associate's: \$1,000
 - Bachelor's from associate's: \$1,000
 - Bachelor's from high school diploma: \$2,000
 - Master's: \$3,000
 - PhD or terminal degree: \$5,000
- The bonus amount must be consistent within each degree type earned (ex: if five employees have completed a master's degree, the HR liaison must submit paperwork with the employees all receiving the same bonus amount)
- Only one bonus can be submitted if multiples types are earned at the same time
 - If an employee earns a Master's and PhD on the same day, or PhD and graduate certificate on the same day, only a bonus for the PhD can be submitted
- The degree bonus is paid from the school/division. It is not centrally funded
 - Only the employee's school/division can award a bonus for earning a degree
 - Certification bonuses may be awarded by either the employees school/division, or by the division who provided the training
- Recognition degree and certification bonuses do not come with retention agreements.
- Forms for certificate bonuses may be submitted within 6 months after the programs has been completed

Step 3. Submit paperwork:

1. Enter the bonus and certification into the Learning Management System (LMS) system
2. Complete the Degree Bonus Form – please find below
3. Include official or unofficial transcripts
4. Obtain supervisor and Dean/VP approval
5. Submit the bonus requests together at one time to HR & Payroll
 - Fall semester and summer term graduation bonuses are due in January
 - Spring semester graduation bonuses are due in June

For more information, please contact Workforce Planning at workplan@gmu.edu.



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Degree Bonus Form

HR Liaisons should submit all original forms and supporting transcripts to Workforce Planning together at one time.

- Forms for degree bonuses will be accepted twice a year: at the end of fall semester in January, and at the end of spring semester in June.
- Forms for certificate bonuses may be submitted after the program has been completed.
- Please allow 30 days for bonuses to be paid

Employee Information

Name of Recipient: _____

G#: _____ Position #: _____ Department: _____

Employee Type: A/P Faculty I/R Faculty Classified Employee Research Staff

Type of Bonus Earned: Associate's Bachelor's Master's
 PhD/Terminal Degree Certification or GED

Date of Degree Conferral: _____

Type of Degree or Cert (ex: BS, MBA, CPA, PHR, RDIA certificate): _____

Issuing University, Agency or Institute: _____

Org to be Charged: _____ Bonus Amount: \$ _____

Authorizations

HR Liaison or Head of Training Signature Date

Dean / VP Name Signature Date

HR & Payroll Name Signature Date

For Office Use Only

Banner Received By: _____ Date Received: _____ Bonus Effective Date: _____