



south carolina STATE LIBRARY

Employee Education Bonus Policy

Section 72.84 of the 2007-2008 General Appropriations Act allows state agencies to spend state funds, federal funds, and other sources of revenue to provide lump sum bonuses not to exceed \$2,000 per year to employees. In addition, Section 72-18 of the 2007-2008 General Appropriation Act allows agencies to spend public funds and other funds for designated employee programs.

The purpose of this policy is to acknowledge and award the outstanding achievements and accomplishments of an employee who continues their education and knowledge enrichment, which further enhances the intellectual landscape of the Library. Guidelines for Employee Education Bonuses are:

Amount/Frequency of Bonuses and Source of Funds

- An employee may receive more than one bonus in a fiscal year; however, the total amount of the bonuses received for the fiscal year may not exceed \$3,000. (Proviso 89.79 Employee Bonuses)
- State, federal, and other sources of revenue may be used to award bonuses.
- Agencies using federal funds for bonuses must show that the use of these funds is in compliance with federal law.

Approval Authority

- The Agency Director is the final authority responsible for approving employee bonuses.

Eligibility

- All permanent and probationary employees in full-time equivalent positions are eligible to receive a bonus under these provisions. Probationary employees will receive bonus after completion of probationary status.
- Agency Directors are not eligible to receive bonuses.
- Employees earning \$100,000 or more are not eligible to receive bonuses.

Approval Criteria

Bonuses may be awarded to recognize the achievement and completion of degreed and certificate programs. Examples of appropriate reasons for awarding bonuses are:

Graduate Degree or post Graduate received with a GPA of 3.5 - 4.0	\$2,000
Graduate Degree or post Graduate received with a GPA of 3.0 – 3.5	\$1,500
Bachelor’s Degree received with a GPA of 3.5 – 4.0	\$1,500
Bachelor’s Degree received with a GPA of 3.0 – 3.5	\$1000
Associate’s Degree, Certificate and Designation in a specialty field in an approved course of study and meaningful to the organization	\$100 - \$1,000 <i>(specific amount at the discretion of the Agency Director)</i>

Last updated: 7/1/2009