

	College Degree or Professional Credential Planning Agreement	Major Changes Revision Date: May 2016
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OVERVIEW

Per WSU Administrative Services Guideline Financial Awards for College Degrees and Professional Credentials, employees must discuss their plans to attain college degrees and professional credentials with department leadership before undertaking any actions if a financial award is desired upon completion or if Degree/Credential Completion Assistance is desired. This form is a Planning Agreement that will guide the individual and his/her supervisor in administering this guideline (see Appendix A). Adjustments to development activities or goals or employee transfer between departments may necessitate completion of a new Planning Agreement. Financial awards for college degrees and professional credentials is restricted to .75 or more salaried employees. Hourly employees may be rewarded with spot awards.

SECTION 1, To be completed by Employee:

Define below the development activity/goal to be pursued (examples include Bachelor's degree, certification with a professional organization, etc.). Be specific in defining what your goal is and when you intend to achieve that goal:

Financial Award or Assistance Desired

Check one:

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SECTION 2, To be completed by the Department Head or as delegated and after discussion of development activity/goal with the Employee:

This development activity/goal is:

Check one:

Career Path Planned future steps in the progression of an employee's profession or field of work at Weber State University.

Non-Career Path Planned future steps that are not consistent with the progression of an employee's profession or field of work at Weber State University.

Explain how this will benefit the university if this is career path:

Check one:

Is a college degree or college certificate that meets Tier 1 criteria.

Is a professional certification and/or license program that meets Tier 2 criteria

Is a departmental directed professional development program that meets Tier 3 criteria

Is NOT a college degree/certificate or Tier 1, 2 or 3 Credential. (If this box is checked, then sign this form on the last page.)

NOTE: Credentials or certifications that don't meet the criteria noted in Tiers 1, 2 or 3 may be recognized by the supervisor through Spot Award

Check one:

NOT

