

Continuing Education Bonus Policy

ST. JOSEPH ACADEMY
(SJA)

Department:	Human Resources
Number:	300.40
Effective Date:	2/16/2021
Review Date:	2/16/2021
Revised Date:	2/23/2021
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I. Policy: Continuing Education Bonus Policy

SJA is committed to promoting life-long learning for both our students and staff. It is our policy that upon successful completion of a degree in Higher Education that SJA will agree to pay the employee a lump sum bonus outlined below.

I. Procedures: Employees may only receive one bonus per degree level outlined below:


- A. Bachelor's Degree \$2,000.00
Master's Degree \$2,500.00
Doctoral Degree \$3,000.00
- B. In order to receive the bonus, the employee must have completed a degree in a field related to their current or prospective role at SJA. The employee must submit transcripts of the degree to Human Resources. The President/CEO reserves all rights to make amends.
- C. Eligibility: Employee must be employed for at least six months and work full-time (32+ hours/week). In order to receive the bonus, the completion date of the degree must be beyond the employee's six months of employment. Part-time, temporary/seasonal volunteers and contracted workers are not eligible for bonus compensation.
- D. In the event the employee voluntarily terminates employment with SJA within one year after receiving their bonus; the employee agrees to pay back 100% of their bonus to SJA. (See Continuing Education Bonus Agreement).
- E. Employees receiving the Higher Education bonus compensation must sign the agreement between the Employee and SJA provided by Human Resources, or the employee will forfeit the bonus.
- F. Professional certifications and credentials are not eligible for bonus compensation (i.e., trade certificates, organization member certificates, etc.)

Approved by:



President/CEO

Date



2/24/2021



ST. JOSEPH ACADEMY

DATE

Continuing Education Bonus Agreement

It is hereby agreed upon by and between St. Joseph Academy and **Employee Name**, a full-time employee that has been employed for at least one year, that said employee is eligible to receive the bonus outlined in HR Policy 300.40.

Employees may only receive one bonus per degree level outlined below:

Bachelor's Degree	\$2,000.00
Master's Degree	\$2,500.00
Doctoral Degree	\$3,000.00

In the event the employee resigns from St. Joseph Academy prior to one calendar year from receiving the bonus, the fee due to St. Joseph Academy will be **\$X,XXX.XX**. The employee agrees that St. Joseph Academy may deduct such damages from wages due but not yet paid, and that the amount of liquidated damages may be more significant once the agreement has commenced. It is also understood that such wages may include Vacation Time including but not limited to Personal Time and Paid Time Off (PTO).

This agreement is dependent upon proof of transcripts submitted to Human Resources.

St. Joseph Academy

Joe Caruso, Director of Human Resources

Date

Tabia N. Jones, President/CEO

Date

Failure to return this signed agreement to Human Resources will be considered a refusal of this agreement and it is further understood that the higher education bonus compensation will be forfeited. Please retain the other signed copy of this agreement as evidence of this arrangement between you and St. Joseph Academy.

I hereby accept the provisions set forth in this agreement.

Print name

Signature

Date signed

ACCREDITING ORGANIZATIONS

National Accreditation Commission (NAC)

AdvancED/North Central

Wisconsin Religious Independent School Accreditation (WRISA)

SPONSOR

Felician Sisters



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