



# Memo

**To:** All Staff  
**From:** Fred Dannheim, Associate Executive Director  
**Date:** January 6, 2014  
**Re:** Higher Education Incentive

## [Allegany Arc Higher Education Incentive](#)

The Allegany Arc Higher Education Incentive is designed to recognize and reward full time employees of Allegany Arc for their accomplishments in academia. Eligibility requirements are as follows:

- Employee must be considered in good standing with Allegany Arc.
- Employee must be full time and employed at a full time status for the last rolling year upon submission for the Higher Education Incentive request.
- Employee is responsible for submitting the “Request for Higher Education Application” to the Human Resources department with a copy of their degree from an accredited institution. (The application for this incentive will be available in the Human Resources department or on the website.)

### **Procedure of Payout:**

The hourly wage increase will be implemented in the next pay period following approval of the application. The one time incentive will be paid in the December after the employee has completed one year of full time service subsequent to the date the degree was issued. The employee must still be employed with the Agency at a full time status on the date the One-Time Incentive is scheduled to be paid. The incentives will be awarded on the following scale.

| Degree Level      | Increase / Hour | One-Time Incentive |
|-------------------|-----------------|--------------------|
| Associates Degree | \$0.50          | \$1,000            |
| Bachelors Degree  | \$1.00          | \$2,500            |
| Masters Degree    | \$2.00          | \$4,000            |