



EDUCATIONAL ACHIEVEMENT RECOGNITION PROGRAM

Criteria/Guidelines

1. Employees achieving one or more of the following during a calendar year will be eligible for educational achievement recognition.
 - a. Successfully pass the General Educational Development (GED) examination/test.
 - b. Earn a college or university degree (i.e., Associates, Bachelors, etc.).
 - c. Complete all requirements of the Public Works Department's Building Maintenance Mechanic Apprenticeship Program (Apprenticeship Program).
 - d. Successfully complete 12 credit hours of course work in any accredited educational program (other than the Apprenticeship Program).
2. Any eligible course work or degree awarded must be from an accredited institution recognized as a professional provider of higher education. An employee may be required to provide proof of accreditation for the institution from which he/she has taken a course or earned a degree, if the institution is at all questionable.
3. Courses must be completed with a passing grade in order to be considered for recognition purposes. A passing grade is considered achieving a "C" or better in undergraduate work, a "B" or above for graduate work, and "P" (pass) for pass/fail courses. A document showing proof of successful completion of a course or degree is required. Such document must clearly indicate either a letter grade or Pass/Fail for any course(s) taken or reflect the degree awarded.
4. Courses include those classes that directly apply to an employee's current position or classes and college/university degree work that develops an employee's opportunity for career advancement. An employee may be required to provide complete and convincing documentation as to how the classes will meet these requirements.
5. It will be the responsibility of the Department's Human Resources Representative to notify any employee of his/her eligibility for educational achievement recognition if such employee is participating in the County's Tuition Reimbursement Program or the Apprenticeship Program, for which records are maintained in the payroll/personnel function.

- a. Any other employee wishing to have his/her educational achievements considered for recognition has the responsibility of providing the Department's Human Resources Representative a written request for consideration, along with any requested supporting documentation.

Form(s) of Recognition

1. Recognition placed within the Public Works Department newsletter for the following.
 - a. Successfully pass the General Educational Development (GED) examination/test.
 - b. Earning a college or university degree (i.e., Associates, Bachelors, etc.).
 - c. Successful completion of the Public Works Department's Building Maintenance Mechanic Apprenticeship Program.
2. Eligible recipients will receive a personalized certificate recognizing his/her educational achievement, with such recognition being given at the annual Employee Recognition Luncheon to be held in the year following the recognized accomplishment.