

## PROCEDURE

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<b>Series:</b>	<b>HR-Benefits</b>	<b>COA: HR 5.02; TS 2.01; ETH 4. ETH 2, ETH 5 CFOP:</b>
<b>Procedure Name:</b>	Educational Milestones	
<b>Procedure Number:</b>	HR 2605	
<b>Reviewed Date:</b>	1/18/2013, 4/6/2016	
<b>Revision #/Date:</b>	4/3/2019	
<b>Effective Date:</b>	07/07	
<b>Applicable to:</b>	All full time Brevard Family Partnership Family of Agencies (BFP FOA) Staff	

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PURPOSE:

Pending funding, this benefit is designed to recognize and reward those Brevard Family Partnership Family of Agencies (BFP FOA) employees who take the time and interest to advance their educational background in a field of study that is applicable to the work of the agency and the individual's current and/or future work responsibilities. It is a part of the BFP FOA ongoing support of its employees and desire to support and recognize the achievement of milestones.

**References:**

PROCEDURE:

**Milestones**

1. The BFP FOA strive to support staff in their pursuits of increasing their education, knowledge and skills. This program is based on availability of funding and is subject to change and/or elimination at any time.
2. Eligible employees are those who have been employed as a full-time employee. The educational rewards are paid out after one year of employment as follows:
  - An Associate's Degree is awarded by a taxable incentive amount of \$500
  - A Bachelor's Degree is awarded by a taxable incentive amount of \$1,000
  - A Master's Degree is awarded by a taxable incentive amount of \$1,500
  - A Doctorate is awarded by a taxable incentive amount of \$2,000
3. All such payments are processed on the normal payroll cycle following receipt of proof of coursework completion, receipt of the diploma, and properly signed internal documentation.
4. It is the employee's responsibility to inform their supervisor or Human Resources Manager regarding their degree completion eligibility to receive the educational milestone payment. The supervisor or Human Resources Manager have the responsibility to prepare and submit the required documentation including a Personnel Action Form (PAF) indicating the appropriate payment level.



## Licensure

1. The agency also reimburses employees who obtain specific, relevant and/or required licensure in the state of Florida based on his or her current position within the agency. Examples include LICSW, CPA, LCSW, Clinical Mental Health Certifications, etc.
2. The determination of "relevant" licensure is made at the sole discretion of the BFP FOA; therefore, it is strongly suggested that employees check with their supervisors to ensure that a specific licensure qualifies under this program. The amount paid for attainment of licensure is determined in the sole judgment of the agency.

NOTE: All payments are subject to verification and availability of funding. This program may be amended, suspended or cancelled at the sole discretion of the company at any time.

BY DIRECTION OF THE CHIEF EXECUTIVE  
OFFICER:

A handwritten signature in blue ink that reads "Philip J. Scarcelli".

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PHILIP J. SCARPELLI  
Chief Executive Officer  
Brevard Family Partnership Family of Agencies

APPROVAL DATE: [1/27/2020](#)