



JOB AIDS AND RESOURCES Premium Pay – Lump Sum Award Limits

Lump sum award limits are as follows for the attainment of educational and/or training credentials under this rule:

- An agency may award an employee up to \$500 for the attainment of the following Comprehensive Public Training Program (CPTP) certificates:
 - Certificate for Managing People
 - Professional Certificate

- An agency may award an amount up to \$500 for training that meets the following conditions:
 - The training is recognized nationally and testing is required
 - It must be directly related to the employee's job
 - It is not required agency training
 - The training cannot be part of the minimum qualification requirements for the job

Examples such as Professional in Human Resources (PHR), Senior Professional in Human Resources (SPHR), and Certificate in Salary Administration (CSA) would be eligible for compensation under this provision.

- An agency may award an amount not to exceed \$1,000 for attainment of a certification that meets all criteria listed above, plus requires extensive coursework. Examples include Certified Novell certifications and Certified Compensation Professional (CCP).

- An agency may award an amount up to \$1500 for certifications that meet all criteria listed above and is earned after the attainment of a baccalaureate degree. This award requires a substantial amount of study and a comprehensive exam. Examples include a CPA or similar credential with the status of a CPA, such as Certified Internal Auditor and Certified Governmental Financial Manager.