

| INDIANA DEPARTMENT OF CHILD SERVICES ADMINISTRATIVE POLICIES AND PROCEDURES | | |
|---|---------------------------------|--------------|
| Policy Number: HR-2-15 | Effective Date: October 1, 2019 | Version: 1.0 |
| POLICY TITLE: BSW/MSW Incentive Program | | |
| OVERVIEW: The Indiana Department of Child Services (DCS) recognizes employees with a Bachelor of Social Work (BSW) or a Master of Social Work (MSW) Degree with a one (1)-time base salary increase. | | |

I. DEFINITIONS

N/A

II. REFERENCES

N/A

III. STATEMENTS OF PURPOSE

A. DCS will provide a one (1) time base salary increase as an educational incentive for eligible employees who attain a BSW or MSW. The one (1)-time base salary increase will be awarded as follows:

1. DCS employees who hold a BSW will receive a one (1)-time base salary increase of \$1,500; and
2. DCS employees who hold an MSW will receive a one (1)-time base salary increase of \$3,000.

Note: DCS employees may not receive more than a total base salary increase of \$3,000 under this program (i.e., if an employee receives a base salary increase of \$1,500 upon completion of a BSW and later earns an MSW, the employee may receive only an additional \$1,500 increase for a total of \$3,000).

B. DCS reserves the right to interpret, change, modify, amend, or rescind this policy, in whole or in part, at any time for any reason, stated or unstated.

IV. ELIGIBILITY REQUIREMENTS

A. DCS will offer the BSW/MSW Incentive Program to all DCS employees, regardless of position.

Note: DCS values the specific knowledge base achieved through the completion of a BSW and/or MSW Program. This knowledge aligns with the agency’s core values and practice model and is a catalyst for success in serving children and families, as well as supporting those who directly serve children and families.

B. DCS employees must meet all of the following criteria to be eligible for the one (1) time base salary increase:

1. Hold a BSW or MSW;
2. Have fulfilled the requirements of the BSW/MSW Scholars contract, if applicable. This includes graduating and successfully completing the contract requirements and the payback period. See policies [GA-9 BSW Scholars IV-E](#)

- [Practicum](#) and [GA-14 MSW IV-E Scholars Employment-Based Practicum](#) for additional information;
3. An employee in the state classified service who has successfully completed a working test period for their current position or an employee in the unclassified service;
 4. Meet all performance expectations and competencies;
 5. May not have been placed on a Work Improvement Plan (WIP) in the 12 months previous to the application date; and
 6. May not have not had disciplinary action in the 12 months previous to the application.

V. PROCEDURE

- A. Any DCS employee who meets all criteria of the BSW/MSW Incentive Program may apply at any time following the effective date of this policy by:
 - a. Completing the [Application for BSW/MSW Incentive Program \(SF56829\)](#);
 - b. Obtaining approval and signature on the application as follows:
 - i. A Family Case Manager (FCM) or FCM Supervisor must obtain approval and signature from their Local Office Director (LOD), or
 - ii. Any other DCS employee must obtain approval and signature from their Deputy Director or designee; and
 - c. Submitting the [Application for BSW/MSW Incentive Program \(SF56829\)](#), along with official transcripts documenting completion of the BSW or MSW Degree, to DCS Human Resources (HR) at BSWMSWIncentiveProgram@dcs.in.gov.
- B. The LOD (for FCM and FCM Supervisor applicants) or the Deputy Director (for applicants in all positions other than FCM and FCM Supervisor) will certify, by signing the application, that the applicant:
 - a. Is meeting performance expectations and competencies;
 - b. Has not been placed on a WIP in the last 12 months; and
 - c. Has not had disciplinary action in the last 12 months.
- C. HR will:
 - a. Notify the employee that the application has been received;
 - b. Process the application for final approval or denial;
 - c. Send an email to notify the employee of approval or denial; and
 - d. Maintain a master list of DCS employees who have received the BSW and/or MSW Incentive.
- D. Upon program acceptance by HR, the employee will receive the base salary increase at the beginning of the next pay period.

Note: Applications received by HR on or before the 10th of the month will be evaluated for program acceptance on or before the 10th of the following month.

VI. FORMS/TOOLS

[Application for BSW/MSW Incentive Program \(SF56829\)](#)

DATE: August 1, 2019
Terry Stigdon, Director
Department of Child Services

DATE: August 1, 2019
Britni Saunders, Director
State Personnel Department

DATE: August 1, 2019
Zachary Jackson, Director
State Budget Agency

Signed copies are on file.