



## DHS HUMAN RESOURCES RN ADVANCED DEGREE BONUS REQUEST

**EMPLOYEE INFORMATION**

EMPLOYEE NAME: _____	EMPLOYEE NUMBER: _____
EMPLOYEE CLASSIFICATION: _____	DEPARTMENT NUMBER: _____
DATE DEGREE OBTAINED: _____	DIVISION NAME: _____
DATE: _____	

**BONUS ELIGIBILITY**

Persons who are employed in a permanent, full-time position covered by Bargaining Units 311 and 312 who have a Bachelor's degree or an "accelerated" Master's degree in Nursing or a closely related health field are eligible to receive a 2% bonus. Said bonus will be provided only if the minimum requirements of the employee's classification do NOT require the degree. The degree must have been earned at an accredited four-year college, university, or nursing school.

The following health field degrees are recognized as closely related to Nursing for purposes of this bonus:

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| <ul style="list-style-type: none"> <li>Nursing Administration</li> <li>Nursing Education</li> <li>Health Science</li> <li>Healthcare Management</li> </ul> | <ul style="list-style-type: none"> <li>Healthcare Education</li> <li>Healthcare Administration</li> <li>Public Health</li> </ul> |
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Authority: Memorandum of Understanding for Bargaining Units 311 and 312.

Route completed request to:  
**DHS HR, PERSONNEL SERVICES**  
**ATTN: BONUS UNIT, 4<sup>th</sup> FLOOR, SUITE 400**  
**5701 S. EASTERN AVE.**  
**COMMERCE, CA 90040**  
[dhshrbonus@dhs.lacounty.gov](mailto:dhshrbonus@dhs.lacounty.gov)

**NOTE** – Copy of the qualifying degree must be submitted with the RN Advanced Degree Bonus Request form in order to be considered for said bonus. Original qualifying documents shall be verified by Human Resources staff prior to bonus approval.

**H**

- Eligible Item Verified
                 
  Eligible Degree Verified
                 
  College Accreditation Verified

Verified By: \_\_\_\_\_

Print Name	Signature	Date
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Approved By: \_\_\_\_\_

Print Name & Title	Signature	Date
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Effective Date: \_\_\_\_\_ Date Entered in e-HR: \_\_\_\_\_ Entered By: \_\_\_\_\_