



REQUEST FOR EDUCATIONAL SALARY LEVEL INCREASE

Policy

The employee must receive approval in writing from the appropriate Vice-President before the coursework begins, which indicates that additional compensation will be forthcoming subsequent to the degree being awarded.

Upon completion of the degree, the employee must provide evidence of coursework completion and the degree awarded. If the coursework is being paid for by faculty/staff allotment funds, then verification of successful completion of coursework is required at the end of each semester.

The degree must be conferred by an institution of higher education accredited by one of the six regional accrediting agencies recognized by the U.S. Department of Education and must be directly related to the employee's work at the College.

Degrees acceptable for the increase are: Associates, Bachelor's, Master's, and Doctorate.

No increase shall be given for the attainment of the next higher degree to employees hired with the written understanding that they complete such a degree as a condition for continued employment.

During periods of limited budget availability, Trustees may declare a moratorium on implementing pay increases for earned higher degrees with the provision that employees who otherwise qualify would receive their increase at the beginning of the next fiscal year after which funds become available. In such cases, no retroactive increase will be provided to compensate for the moratorium period.

Upon attaining an additional or higher degree, the salary increase will be implemented at the beginning of the next fiscal year contract period. Employees who are candidates to receive an advanced degree must notify the Director of Human Resources by May 1st to be eligible to receive the salary increase at the next effective date.

Employee Information

Employee Name:

Division:

Current Position Title:

Position Classification:

Degree Seeking:

How will this degree help you in achieving your career goals?

How will this degree help your division better its mission and goals?

How will this degree help the College better its mission and goals?

(If additional space is needed, continue on the reverse side.)

Employee Signature

Date

Approval Signatures

Approved: Yes ☐ No ☐ _____ (Director or Dean) Date _____

Approved: Yes ☐ No ☐ _____ Vice-President Date _____

Approved: Yes ☐ No ☐ _____ President Date _____