

3357:13-16-48 Professional Growth Recognition

(A) Staff shall receive professional growth increase to base salary for advancement of degree as follows:

From	To	Amount
No Degree	Associate's Degree	\$2,053.00
No Degree	Bachelor's Degree	\$4,106.00 (upon request may receive half upon 60% completion of coursework)
Associate's Degree	Bachelor's Degree	\$2,053.00
Bachelor's Degree	Master's Degree	\$3,073.00 (upon request may receive half upon 60% completion of coursework)
Master's Degree	Doctorate Degree	\$4,413.00 (upon request may receive half upon 60% completion of coursework)

- (1) Compensation for degrees held at date of hire is considered part of the employment selection process and in the establishment of initial salary. Adjustments to salaries for professional growth resulting from completing identified degrees will be awarded only for degree completed after date of hire.
- (3) Any adjustment to salary shall be limited to, or shall not result in exceeding the maximum salary of the salary range and classification of the employee based on provisions of any salary schedule then in effect.
- (4) All degrees and credits must be from a regionally accredited (i.e. HLC) institution of higher education.
- (5) Honorary degrees are not eligible for consideration.
- (6) Multiple degrees at the same level will be eligible for professional growth increase at the rate granted for professional certificates with a maximum of two (2) additional degrees.

(B) Professional Growth for Professional Certifications

- (1) Staff members may receive professional growth increase for completion of prior approved professional certificates in the amount of \$600.00 per certificate added to the staff

member's current salary. Adjustments to salaries for completing approved professional certificates will be awarded only for those completed after date of hire.

- (2) Professional certification is defined as a professional designation. Professional certifications are different from product-specific certifications in that product-specific certifications generally involve training for industry specific hardware and software platforms and is normally transferrable across a specific industry. Profession-wide certifications are transferrable from industry to industry and indicate the holder is qualified to work in the profession, not just in a segment of an industry or for a specific employer. Profession-wide certifications are typically valid for a specific period of time and must be renewed periodically, and are usually earned from a professional society or educational institute. Examples of professional certifications include Certified Data Processor, Professional Engineer, Certified Public Accountant, Certified Safety Professional, Registered Nurse, Registered Radiographer, Registered Respiratory Therapist, Occupational Therapist Licensure, Physical Therapy Licensure, Apprenticeship Certificate, Current Ohio Teaching Certificate, Society of Human Resource Management, and Certified Bookkeeper.
- (3) Eligibility for professional growth increase for professional certificates will be determined by the Director of Human Resources and appropriate supervisor. The Director of Human Resources shall present the findings and recommendations to the President for final approval.

(C) Adjustments to salary for professional growth will be implemented on the second pay following receipt of official supportive documentation by the College and receipt of authorization by the payroll office.

Effective: July 25, 2019

Next Review: July 1, 2024

Review Dates: 10/23/91, 04/01/00, 11/11/03, 05/08/17, 7/25/19

Approved by the Board of Trustees: October 23, 1991