

3357:13-16-48 Professional Growth Recognition

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

| <b>From</b>        | <b>To</b>          | <b>Amount</b>   |
|--------------------|--------------------|---|
| No Degree          | Associate's Degree | \$2,053.00  |
| No Degree          | Bachelor's Degree  | \$4,106.00<br>(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<br>(upon request may receive half upon 60% completion of coursework) |
| Master's Degree    | Doctorate Degree   | \$4,413.00<br>(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.
- (2) 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.
- (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. NCA) 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 at the time of the certificate completion. Adjustments to salaries for completing approved professional certificates will be awarded only for those completed after date of hire.
- (2) 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.

Effective: October 23, 1991

Expires: May 1, 2022

Review Dates: 04/01/00, 11/11/03, 05/08/17

Approved by the Board of Trustees: October 23, 1991  
Revised: April 2000  
Approved by the President's Staff: November 11, 2003  
CFO (Human Resources)