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POLICIES & PROCEDURES FOR EMPLOYEES

Southwestern Community College - Policies and Procedures Manual

Policy Title: **Salary Adjustment in Recognition of Additional Education** **4.18**

Responsible Division: Human Resources

Date Approved: January 1998

1. Southwestern Community College is committed to quality education. The college encourages its employees to gain additional education whether for job advancement or personal enrichment.
2. An employee who pursues additional education as defined under the appropriate salary plan which is job related may be eligible for a salary adjustment upon completion of the degree or diploma, if prior written approval from the appropriate vice president or dean has been obtained. Full-time employees who acquire higher degrees or additional education as requested or required by the college with prior written approval are eligible for a five percent increase of current salary or ten percent of base salary, whichever is greater.
3. Increases will be granted effective the first of the month following the completion and award of the degree, provided that the appropriate vice president or dean has approved and budgeted for the salary increase.
4. Education must be pursued at a fully accredited college or university. Employees are responsible for submitting official transcripts/certificates and diplomas for inclusion in their personnel record.
5. Degrees obtained without prior written approval by the appropriate vice president or dean will not be considered for a salary adjustment.

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