



Salary Adjustment for Advanced Education Procedure

Compensation for Advanced Degrees for Full Time Employees

Southern Crescent Technical College (SCTC) fully supports its full-time faculty and staff who pursue advanced degrees with at least one-year of employment by the College. We recognize the hard work and effort necessary to further your education and realize the increased benefits for our students.

All qualifying SCTC employees who seek advanced degrees will be eligible for the following one time salary increase after successfully completing their program of study and the SCTC requirements.

Provide a \$250 one-time bonus (stipend) for those completing the following:

- Qualifying Industry Certifications
- Technical College Diploma in Field of Employment

Provide a 2% increase for those completing the following:

- Associate Degree in Field of Employment
- Bachelor's Degree in Field of Employment
- Master's Degree in Field of Employment
- Specialist Degree in Field of Employment

Provide a 3% increase for those completing the following:

- Doctorate Degree in Field of Employment

*An employee will only receive an additional 1% increase if the Doctorate degree is earned after receiving a Specialist Degree.

How do I qualify?

To qualify, an employee must complete the following steps:

1. Complete an SCTC Salary Adjustment Eligibility Form for Advanced Education and submit to his/her Vice President prior to enrollment. The Salary Adjustment Eligibility form must be *received in Human Resources by April 30 in order for you to receive the increase in the following fiscal year.*
This allows the College to properly budget for your anticipated increase. In addition, the salary adjustment is provided if there are sufficient budgetary funds available.
2. The employee must provide a course listing from the college of choice for the degree, diploma or certificate program desired as well as a copy of the college's accreditation information to his/her Vice President before approval can be obtained. The college must be regionally or nationally accredited to qualify.
3. The Vice President must attest that the educational facility has the necessary accreditations and the program of study leads to an advanced degree, diploma or certification in field. Once approved, the form will be maintained by the Office of Human Resource.
4. Upon successful completion of your advanced educational degree, diploma or certification, it is the responsibility of the employee to provide an official transcript or diploma to the Office of Human Resources for verification. SCTC will not request the transcripts for the employee.

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Once your Vice President has approved your program of study and college of choice, you **may not** change colleges, courses of study or any other item on the original form without submitting an amended form for approval.

The only exception will be made for expected graduation date, which may fluctuate from the originally approved date. If other changes occur without prior approval, SCTC reserves the right to withhold any future salary increase for completed certificates, degrees or diplomas associated with the approved eligibility form on file.

Salary adjustments will be made on a semi-annual basis **September and March** for all employees who have completed their program of study and the College has received official documentation.

An Official transcript must be submitted to the Office of Human Resources by February 28, for payment in March and by August 31, for payment in September. Human Resources will forward the documentation to the appropriate supervisor with a personnel action request form to formally request the salary adjustment.

The Most Common Asked Questions Concerning This Procedure Are Addressed Below:

1. What is considered a Qualifying Industry Certification?

A Qualifying Industry Certification must meet one or more of the following criteria:

- a. Technical College TCC that includes a minimum of 15 credit hours and 150 contact hours (or online equivalent).
- b. Nationally recognized industry certification that is obtained by a faculty member who passes a standardized exam. The salary adjustment is based upon the needs of the college and *may not be used on a renewal of an existing certification.*
- c. Other National or Statewide certifications that require at least 150 contact hours to complete (or online equivalent).
- d. A faculty member holding a master's degree as of July 1, 2010 may receive additional compensation under this category for completing 18 semester hours (30 credit hours) graduate course work in his/her teaching discipline in order to meet the faculty credentialing requirements.

2. May I be compensated for multiple qualifying industry certifications?

Yes. A faculty member may receive additional compensation for a maximum of 2 Qualifying Industry Certifications per 5 year period. The 5 year period begins once the first qualifying industry certification is completed.



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3. If I have an associate's, bachelor's, master's or doctorate degree, can I be compensated for qualifying industry certifications?

Yes, if the certifications meet the criteria listed above with the exception that Technical College TCC's are excluded.

4. May I receive additional compensation for any educational training course paid for by Southern Crescent Technical College if I earn a certification?

No. To qualify for additional compensation, an employee must have paid for the training or testing services out-of-pocket, without the use of an SCTC vehicle or receive reimbursement for any expenses related to the training, and must complete the requirements on personal time (annual leave, personal leave, and/or leave without pay).

5. If I have earned a technical college diploma, may I be compensated for a TCC?

That depends. If you earned your diploma after July 1, 2010 and will be compensated for that diploma, you may not be additionally compensated for any TCC that is an embedded part of your diploma.

To be compensated for an additional TCC, it must meet the criteria listed above requiring at least 15 additional credit hours be taken.

You may be compensated for TCC's meeting the criteria above in different program areas that still relate to your field of employment. Regardless, *an employee will be limited to two TCC's or other qualified industry certifications within a 5 year period.*

6. May I receive additional compensation for multiple degrees earned?

Yes. You may receive additional compensation for multiple degrees as long as they are "advanced" degrees. For example, you may not receive compensation for earning an associate's degree in marketing and then receive compensation for earning an associate's degree in accounting.

Likewise, if you hold a bachelor's degree in business administration you *may not* be compensated for earning an associate's degree in accounting.

If you earn multiple degrees in sequential order; however, it is possible for a faculty member to be compensated for earning an associate's, bachelor's, master's and doctorate degrees over the course of employment at SCTC.

7. Can my Vice President decline my request for a salary adjustment?

Yes. Salary adjustments for advanced education are approved for additional degrees "*in field*" only.

Additional degrees one level above the job requirements will be considered for approval. For example, if your job requires a Bachelor's degree, a request for a Master's degree in field will be considered.



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A request for a Doctorate's degree for a position requiring a bachelor's degree will not be considered. The exception to this rule is for faculty members only.

8. What accreditations must the college I attend meet in order to qualify as an accredited school?

The college must be accredited by an accrediting agency recognized by the U.S. Department of Education. Your supervisor will verify the college's accreditation prior to approving and signing off on your request form.

9. What if I don't receive my degree by the anticipated graduation date?

You must submit a new Salary Adjustment Eligibility form with all required documentation to your Vice President for approval if you do not receive your degree within six months after your anticipated graduation date. All prior eligibility forms will be considered void.