

## SALARY INCREASE FOR ADVANCED DEGREE

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*OPR: Vice President for Administration*  
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### **SALARY INCREASE FOR ADVANCED DEGREE**

Employees who complete advanced degrees that are higher than the degree required for their current position and is job related may receive a salary increase. The unit Vice President must recommend the salary increase to the President. Once approved by the President, the new salary will be effective at the start of the following month. Recommendations will be based on the following requirements being met:

#### **Employee's Responsibility**

- Employee must have been employed full-time at the college for at least 12 months prior to completion of degree
- The degree must be above and beyond the degree required for the position and within the appropriate field and /or job description of the current position
- Official transcripts must be on file in the Human Resources Office prior to the unit Vice President's recommendation
- Employee must submit a formal request to their unit Vice President

#### **College Requirements**

- Degree must be granted from an accredited institution of higher education recognized by the US Department of Education.
- The following salary percentages will be added to the employee's base salary based on degree completed.
  - Associate Degree                      5% of base
  - Bachelor's Degree                      5% of base
  - Master's Degree                      7% of base
  - Doctorate Degree                      7% of base