

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

COMPENSATION FOR STAFF MEMBERS AND
MANAGERS EARNING ADVANCED DEGREES

Effective June 1, 2010

Procedure No. 3-04 (F)

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- (1) Staff members and managers who receive an academic degree more advanced than that which they already possess shall receive a one-time salary adjustment of five hundred dollars (\$500) on their base pay. This award will be considered an integral part of the employee's salary for future salary adjustments. The employee will be eligible for this degree recognition award regardless of whether or not it initially results in a salary above the maximum of the pay band to which the employee's job is assigned. If the \$500 adjustment places the employee's salary above the maximum salary of his/her pay band, and if the maximum salary of that pay band range is later increased above the employee's adjusted salary, this new maximum will not be exceeded by subsequent salary adjustments.
- (2) The degree must be from an accredited institution. The salary adjustment will become effective the first day of the pay period immediately following the submission of the paperwork from the supervisor and subsequent awarding of the degree. If the request is not submitted during this time, there will be no retroactive pay, in which case, the salary adjustment will be effective the pay period following submission.

The degree must be in a field of study related to the employee's job or to a college job for which the employee may become eligible in the future.

To be eligible for this adjustment, an employee and his/her supervisor must determine:

- (a) During the planning for the degree program, what benefit to the college is to be realized and what measurable objectives are to be accomplished.
 - (b) Upon awarding of the degree, determine whether the benefits have been realized and objectives accomplished.
- (3) During both of these activities, the manager will seek the advice of his/her dean or director and appropriate Provost/ Vice-President.
 - (4) The employee's manager has the responsibility to make a matter of record with Human Resources that (a) and (b) above have been met to request the salary adjustment. The employee's official transcript must also accompany the paperwork.

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- (5) The receipt of the degree will have no effect on the job specifications or the job description of the employee; that is, the employee's pay range will not be changed solely on the receipt of the degree.

Last Effective Date: October 15, 1985