



Responsible Official:  
Vice President, Organizational  
Development and Human Resources

Specific Authority: 1001.64, F.S.  
Law Implemented: 1001.64, F.S.

Effective Date: 01-20-1999

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## **Pay of Professional and Administrative Personnel Receiving Advanced College Credit**

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### **Policy Statement:**

- I. A full-time professional or administrative employee who earns advanced college credit or an advanced degree from an accredited institution since being employed in his/her current position is eligible for an increase in salary. If the criteria specified herein are met, an employee on the technical salary schedule, will receive a 7 ½ % increase, up to the maximum of the salary range, unless otherwise approved by the president or his designee; all other professional and administrative employees will receive a 5% increase, up to the maximum of the salary range, unless otherwise approved by the president or his designee. The effective date of the increase in salary will be determined by the date evidence of completion of the advanced degree or advanced college credit is submitted by the employee, in accordance with the procedure section of this policy.
- II. In order to qualify for the Bachelors, Masters, or Doctoral degree categories, an employee must complete an approved degree which is specifically related to their occupation or administration/management. In order to qualify for the Masters +30 category, the employee must complete thirty (30) hours of approved upper division undergraduate or graduate work after the date the first masters degree was conferred. Twenty-one (21) of the hours must be approved graduate hours specifically related to his/her occupation or administration/management.
- III. The president or a designee is authorized to approve advanced degrees, advanced courses, or other courses of study, not specifically identified in this policy, that are deemed to be beneficial to the college and the employee.

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### **Procedures:**

- I. The employee is responsible for filing, in advance, a proposed course of study with his/her supervisor, identifying the degree program and specific courses that will be taken to satisfy the requirements for advanced college credit or an advanced degree. Employees currently taking courses to earn advanced college credit or an advanced degree will have ninety (90) days from the date this policy is approved the District Board of Trustees to submit a proposed course of study. The supervisor will evaluate the degree program/courses and make a recommendation to the vice president or campus president. The vice president or campus president will act on the recommendation, and advise the supervisor and employee in writing as to the acceptability of the proposed course of study. If the proposed course of study is not approved, the employee may appeal the decision to the president, whose decision will be final.
- II. Once the advanced degree or advanced credit is earned, the employee is responsible for submitting evidence of completion to the supervisor. Such evidence shall consist of official transcripts or a letter from the registrar bearing the seal of the institution. If the supervisor determines that the employee has met the criteria specified in this policy, the supervisor will sign a personnel action form and forward it to the appropriate vice president or campus president along with the evidence submitted by the employee. If approved by the vice president or campus president, the personnel action form and evidence of completion will be sent to Human Resources and Payroll, in turn, for payment and retention in the employee's folder. If not approved, the vice president or campus president will notify the supervisor and employee in writing. The employee may appeal the decision to the president, whose decision will be final.
- III. If the employee submits the required documentation within ninety (90) days from the time the college credit or degree was earned and receives approval, the change in salary will be made effective the first day of the pay period following the date the college credit or degree was earned. If the employee submits the required documentation after ninety (90) days and receives approval, the change will be made effective the first day of the pay period following the date the documentation is received.

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**Related Documents/Policies:**

None

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**Policy History:**

Adopted 10-22-75; Amended 2-17-82; Amended 1-19-83; Formerly 6Hx28:8-17; Amended 11-18-92; Amended 4-16-97; Amended 1-20-99; Repealed 11-2-16; Formerly 6Hx28:08-23

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Policy Repealed - 11-02-2016