

Category: Personnel

Division: HUMAN RESOURCES

Department: Click here to enter text.

Policy Title: ATTAINMENT OF DEGREE - NON-FACULTY

Policy Statement:

GCCC encourages and rewards continuing education among its employees. Therefore, budget permitting, all eligible employees may be considered for a salary increase or bonus upon completion of additional job-related or job-enhancing degrees from accredited colleges or universities and/or upon receiving select job-related or job-enhancing certification and licensures from government recognized organizations.

Degree Attainment Procedures:

The employee is responsible for completing the Attainment of Degree Form that can be obtained from the Human Resources Office. This form is to be submitted to the Human Resources Office by June 30 along with official paper transcript documenting such degree. For non-required degree attainment, the procedure is the same.

Required Degree Attainment – Base Salary Increase:

When a full-time employee obtains a degree that is required of his/her position they will receive an increase to their base salary (that will occur at the next annual salary review) as follows:

Associate's Degree - \$1,000

Bachelor's Degree - \$2,500

Master's Degree - \$5,000

Doctorate's Degree - \$7,500

Non-Required Degree Attainment – Salary Bonus:

An employee obtaining a degree not required in their current position will receive a one-time bonus (to be paid in four installments) as follows:

Associate's Degree - \$1,000 (\$250 x 4 months)

Bachelor's Degree - \$2,500 (\$625 x 4 months)

Master's Degree - \$5,000 (\$1,250 x 4 months)

Doctorate's Degree - \$7,500 (\$1,875 x 4 months)

Job-Enhancing Certification/Licensure – Description:

When a full-time employee obtains a certification or licensure from a government recognized organization that is determined to add a new skill or service that can be provided within their job, they will be eligible for an increase to their base salary, or a one-time bonus pay.

Determination of the level of salary increase will be the responsibility of the employee's supervisor, vice president, and Human Resources Department.

Certification/Licensure Attainment Procedures:

Prior to the starting or completion of any job-enhancing certificate/license, the employee is required to submit the Proposal of Certification/Licensure Attainment Form to Human Resources for approval. The proposal must be approved and signed by the department supervisor, vice president, and Human Resources representative. Upon approval, the department supervisor, vice president, and Human Resources representative will draft a revised job description and determine the level of salary advancement for the employee.

This addition to the proposal must be provided to employee for review within 60 days of the original submission. The employee must sign the revised job description and salary advancement prior to completing their certification/license.

Following this approval process and successful attainment of the certification or license, the employee must:

- 1) Submit the Attainment of Certification/Licensure Form to Human Resources
- 2) Provide official paper confirmation of the certificate or license to Human Resources

Note: The above process must be completed prior to **June 30**. Any salary advancement (one-time bonus or base pay increase) will occur at the next annual salary review.

Following successful attainment of the certification or license, the employee must provide proof of all future renewals and/or maintenance to the Human Resources Office to continue to receive the salary increase. All renewals must be submitted by **June 30** following initial certification/license receipt.

Salary Increase Considerations:

1. Requirements for certification/licensure maintenance
 - a. Cost for renewal
 - b. Continuing education requirements
 - c. How often renewals occur (annually, bi-annually, every two years, etc.)
2. Requirements to utilize the new skill/service
 - a. Additional equipment requirements
 - b. Additional safety measures
 - c. Additional approval needed
3. Value of the additional skill/service to the employee's job
 - a. How often would the skill/service be used
 - b. Who would benefit from the skill or service
4. Value of the additional knowledge to the employee's job

Contacts: Director of Human Resources

Approved Date: 7/24/2019, 7/21/2022

Policy History: 06/18/2018

Keywords: Degrees, salary advancement, bonus

Related Form: Click here to enter text.



PROPOSAL FOR CERTIFICATION/LICENSE ATTAINMENT

Name: _____ **Job Title:** _____ **EID:** _____

Certification/License Title: _____

Organization: _____ **Cost to Obtain: \$** _____

Proposed Salary Increase: One-Time Bonus Base Salary Raise **Proposed Amount: \$** _____

Summary of the Certification/License Goals or Outcomes:

Summary of the Certification/Licensure Maintenance Requirements:

Briefly describe the value of this certificate or license to your job, how it would benefit you, and how it would benefit Garden City Community College.

This form, along with any additional information you can provide about the certification/licensure, must be submitted to the Human Resources Office prior to completion of the above certification/licensure. Final determination of salary advancement will be the responsibility of your supervisor, vice president, and Human Resources. You will be notified if your proposal has been approved or denied. If you have any questions, please contact Human Resources.

FOR USE BY HUMAN RESOURCES ONLY – APPROVAL: **Date:** _____

Dept. Supervisor - Print

Vice President – Print

Hum. Res. Rep. - Print

Dept. Supervisor – Signature

Vice President – Signature

Hum. Res. Rep. – Signature



NOTIFICATION OF CERTIFICATION/LICENSURE ATTAINMENT

Name: _____ Job Title: _____ EID: _____

Certification/License Title: _____

Organization: _____

Date of Approval from HR: _____ Date of Certificate/License Completion: _____

Date of Renewal: _____ Frequency of Renewal: Monthly Annually Other _____

Approved Salary Increase: One-Time Bonus Base Salary Raise Approved Amount: \$ _____

I understand that I must provide proof of all certification/license renewals prior to June 30 following the initial attainment and that failure to do so will result in loss of the salary advancement described above.

Employee Signature

Date

This form along with a copy of the official certification/licensure and official verification of certification/licensure attainment from the providing organization must be submitted to Human Resources Office prior to June 30.

Submit official verification either by mail (hard copy) or email (electronic copy).

Mail:
Garden City Community College
Attention: Human Resources
801 N Campus Dr.
Garden City, KS 67846

Email:
hr@gcccks.edu

If you have any questions, please contact Human Resources.

FOR USE BY HUMAN RESOURCES ONLY:

Date Received: _____

Verification Received: _____