

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. When a full-time employee obtains a degree that is required of his/her position they will receive an increase to their base as follows: Associate's Degree - \$1,000 Bachelor's Degree - \$2,500 Master's Degree - \$5,000 Doctorate Degree - \$7,500. An employee obtaining a degree not required in their current position will receive a one-time bonus as follows: Associate's Degree - \$1,000 Bachelor's Degree - \$2,500 Master's Degree - \$5,000 Doctorate Degree - \$7,500.

Note: This policy applies only to the attainment of the first Degree/ Certification at each level. Example: if an individual earns multiple bachelor's degrees, compensation may be considered for only one of the bachelor's degrees.

Procedures: When an employee obtains a degree that is required of their position, they will receive an increase to their salary. This increase will occur at their next annual salary review. The employee is responsible for completing the Attainment of Degree Form that can be obtained from Human Resource Office. This form must be submitted to the Human Resources Office by June 30 along with official paper transcript documenting such degree

Example one: An employee is hired in a position that requires a Bachelor's Degree. They have an Associate's Degree when hired. Upon completion of their Bachelor's degree, an official paper transcript should be sent to the HR Office. At the employee's next annual salary review, they will receive a \$2,500 increase in salary.

Example two: An employee is hired in a position that requires a Master's Degree. They have an Associate's Degree when hired. Upon completion of their Bachelor's Degree, an official paper transcript is sent to the Human Resources Office. At the next annual salary increase, they will receive a \$2,500 increase in salary. When they complete their Master's Degree, an official paper transcript is sent to the HR office. At their next annual salary review, they will receive a \$5,000 increase in salary.

An eligible employee obtaining a degree not required of their current position must submit an Attainment of Degree Form to the Human Resources Office by June 30 along with the official paper transcript. Eligibility is based upon completion of a one (1) year introductory period from the employee's hire date for all employees hired after July 1, 2018. In the event of separation from employment, no installments will be paid after resignation has been received and accepted. The one-time bonus will be paid in four (4) installments, August – November, 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 Degree \$7,500 (\$1,875 X 4 months)

Contacts: Director of Human Resources

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Keywords: Degrees, salary advancement, bonus

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