Professional Development for Staff Employees

Summary/Purpose: Guidelines are given for awarding salary increases to permanent staff employees who have received either an applicable certificate, license or degree.

The University encourages the professional development of permanent staff employees. In an attempt to reward employees for such efforts, salary increases may be granted for the receipt of applicable certificates, licenses, and degrees. The amount of the increase varies in accordance with the amount of time and effort required and the relationship to the employee's position. Part-time employees will receive increases on a pro-rata basis.

Degrees not required to be job related:
- GED: $250
- Associate's Degree: $250
- Bachelor's Degree: $500

Degrees that must be job related:
- Eligible Certifications/Licenses: $250 (maximum of 2)
- Bachelor's Degree: $800
- Master's Degree: $1,000
- Certified Public Accountant: $1,000
- Professional Geologist Registration: $1,000
- Registered Professional Engineer: $1,000
- Registered Professional Architect: $1,000
- Doctoral Degree: $1,500

Salary increases granted under this policy are effective the first workday after receipt of the degree or the first of any following month in which the Department of Human Resources receives the request. To avoid delays in effecting the increase, department heads should submit the appropriate forms in a timely manner.

No salary increases will be granted for receipt of a degree if the employee already has a similar degree (bachelor's, master's, etc.).

Since heads of departments are expected to remain current in their respective areas of responsibility, they will normally be ineligible for the certification provisions of this policy.