As a learning institution, the College encourages employees to pursue a college degree that will benefit either their current position or will assist them in attaining the necessary educational background for another College position. To recognize the completion of an associate’s (A.A., A.S., A.A.S.), bachelor’s, master’s, educational specialist or doctoral degree from a regionally accredited college or university, the college will award all full-time non-unit employees, who have been employed in full-time status for a minimum of one year with an award of $1,000 to their base pay, not to exceed the maximum of the salary range. Any portion of the award that exceeds the top of the salary range will be given to the employee in a one-time payment, which will not be added to the base pay. Employees may receive only one award for each degree level during the course of their employment at the College, and the degree must be higher than the degree currently held.

To qualify for the program, an employee must complete the Proposed Degree Form and submit it to the Executive Director of Human Resources prior to completing the program. The employee must identify the degree program and specific courses that have been taken and/or will be taken in the future to satisfy the degree requirement. The employee must explain how this course of study will benefit his/her current position or any other future position at the College.

Within six (6) months of completing the degree program, the Office of Human Resources must receive official transcripts from the institution that has awarded the employee’s degree. The transcripts must indicate successful completion of the applicable degree. The change in the employee’s salary will be effective from the first day of pay period following the date the proof of degree is received in the Office of Human Resources.