



SALARY INCREASE FOR EARNED EDUCATIONAL DEGREE

POLICY

The College supports its faculty and staff in their educational pursuits. As such, educational attainments are considered for annual merit pay salary increases, pending the availability of funds.

PROCEDURE

Employees shall obtain prior approval from their immediate supervisor by submitting an Earned Education Degree Merit Pay form. Immediate supervisors will ensure the degree is relevant to the current or future goals and/or position(s) of the employee. Once this initial approval is obtained from the immediate supervisor, prior approval from the employee's area Vice President and President is required. Employees that do not receive prior approval from the President will not receive a merit pay increase for educational attainment.

Degrees must be conferred through an accredited institution recognized by the U.S. Department of Education, are not retroactive to years when such funding was not available, and are awarded **based on budget availability**. Employees will be eligible for only one level of each degree and the degree must relate to the employee's approved professional development plan. Employees must provide Human Resources with an official transcript containing evidence of coursework completion and the degree awarded. Employees will receive their salary increase the month after their official transcripts are received and recorded by Human Resources. No increase shall be given to employees hired with the written understanding that completion of such a degree is a condition for continued employment. Acceptable degrees for salary increase consideration are associate, bachelor, masters, and doctorate degrees.

Annual salary merit pay increases considered for educational attainments are:

\$500= Associate
\$750= Bachelor
\$1,000= Masters
\$1,500= Doctorate

Approved by Brunswick Community College Board of Trustees
October 19, 2017

Policy and Procedure Revised by Brunswick Community College Board of Trustees
October 20, 2022