WHO'S ELIGIBLE?

• EMPLOYEES WHO ARE NEARING COMPLETION
OR HAVE COMPLETED A DEGREE-CONFERRING
EDUCATION PROGRAM (ASSOCIATES, BACHELOR,
MASTER OR DOCTORAL DEGREE) CAN INITIATE
THE PROCESS TO REQUEST ADDITIONAL PAY.

REQUIREMENTS

 AN OFFICIAL TRANSCRIPT FROM THE DEGREE GRANTING INSTITUTION WILL BE REQUIRED. THE TRANSCRIPT MUST CLEARLY SHOW WHAT DEGREE WAS CONFERRED AND THE DATE OF CONFERRAL. THE EMPLOYEE MAY PROVIDE THE TRANSCRIPT TO HIS OR HER SUPERVISOR OR DIRECTLY TO HUMAN RESOURCES. THE EMPLOYEE MUST ALSO INFORM THE SUPERVISOR OF THE EDUCATIONAL ACHIEVEMENT IN ORDER FOR THE SUPERVISOR TO SUBMIT A REQUEST TO **HUMAN RESOURCES.**



FORMAT FOR THE REQUEST:

USE FORM #ADM 20, MEMO FORM FROM THE FORMS HANDBOOK

TO: Human Resources FROM: SUPERVISOR'S NAME

DATE: DATE

SUBJECT: Salary Increase for Educational Achievement: EMPLOYEE NAME

EMPLOYEE NAME has received his/her XXX Degree in XXXX. At this time I am requesting that Human Resources conduct an audit of EMPLOYEE NAME's file for a possible educational increase.

Thanks

The supervisor's upline (including the Dept's VP) should endorse the letter here.

The VP's office should forward the request to HR.



APPROVAL

HUMAN RESOURCES WILL ADVISE IF THE INCREASE IS NOT POSSIBLE (FAULTY TRANSCRIPT,
DUPLICATE INCREASE, ETC.). OTHERWISE, THE PRESIDENT WILL APPROVE THE REQUESTED
INCREASE. THE APPROVED SALARY INCREASE WILL START ON EITHER JULY 1 FOR ANY
REQUESTS RECEIVED PRIOR TO JULY 1 OR ON JANUARY 1 FOR ANY REQUESTS RECEIVED
PRIOR TO JANUARY 1.



AMOUNT OF INCREASE

- BASED ON:
 - ENTRY LEVEL PAY SCALE INCREMENTS
 - CLASSIFICATION
 - TYPE OF DEGREE EARNED



ENTRY LEVEL SALARIES START WITH HS DIPLOMA/EQUIVALENT

INCREASES ARE:

• BUSINESS SCHOOL CERTIFICATE +\$200

• ASSOCIATES DEGREE +\$500 (OR \$300 OVER CERTIFICATE)

• (OR EQUIVALENT IN SOME CASES; 60 HOURS)

• BACHELOR'S DEGREE +\$500 OVER ASSOCIATE'S DEGREE

PROFESSIONAL STAFF

ENTRY LEVEL SALARIES START WITH A BACHELOR'S DEGREE

INCREASES ARE:

MASTER'S DEGREE

+\$1,200

• + 24 POST-GRAD HOURS/MFA +\$600 OVER MASTER'S DEGREE

• +48 (ABD)

+\$700 OVER MFA/24 HRS POST-GRAD HOURS

DOCTORAL DEGREE

+\$800 OVER MASTER'S DEGREE+48/ABD

FACULTY

ENTRY LEVEL SALARIES START WITH A MASTER'S DEGREE *

INCREASES ARE:

• +24 POST-GRAD HOURS/MFA +\$600

• +48 (ABD) +\$700 OVER MASTER'S DEGREE +24/MFA

• DOCTORAL DEGREE +48 (ABD)



* LESS THAN A MASTER'S DEGREE

- MINIMAL QUALIFICATIONS FOR SOME DISCIPLINES IN THE HEALTH SCIENCES DIVISION CAN BE AS LITTLE AS AN ASSOCIATE'S DEGREE AND APPLICABLE CERTIFICATE(S). ENTRY LEVEL SALARIES IN THESE CASES ARE DETERMINED CASE-BY-CASE. WHEN A FACULTY MEMBER WHO WAS HIRED WITH AN ASSOCIATES DEGREE EARNS A BACHELOR'S DEGREE, THEIR SALARY WILL BE INCREASED AS INDICATED BELOW (TO THE MASTER'S DEGREE LEVEL, MINUS \$1,200).
- LIKEWISE, MINIMAL QUALIFICATIONS FOR TEACHING DEVELOPMENTAL (NON-CREDIT) COURSES THROUGHOUT ALL ACADEMIC AREAS ARE A BACHELOR'S DEGREE AND THOSE EMPLOYEES CAN RECEIVE EDUCATIONAL INCREASES (\$1,200) UPON EARNING THEIR MASTER'S DEGREE.

INCREASES ARE:

- BACHELOR'S DEGREE
- MASTER'S DEGREE

- + TBD (\$1,200 LESS THAN A MASTER DEGREED FACULTY MEMBER)
- +\$1,200 ADDITIONAL OVER BACHELOR'S DEGREE

POLICY TALK 'EXTRA'

TUITION WAIVER FOR RSC EMPLOYEES

ROSE STATE COLLEGE
POLICIES AND PROCEDURES
FORTY-FIRST REVISION
CHAPTER II, PAGE II-3-17

SEC. 3-23. CONTINUING EDUCATION FOR COLLEGE PERSONNEL AND DEPENDENTS

• (A) CREDIT COURSES. ROSE STATE COLLEGE WILL PAY 100 PERCENT OF THE TUITION FOR UP TO SIX CREDIT HOURS PER REGULAR SEMESTER AND SIX CREDIT HOURS PER SUMMER SEMESTER FOR REGULAR ROSE STATE COLLEGE EMPLOYEES (EMPLOYED 50 PERCENT OR MORE). ROSE STATE COLLEGE TUITION WAIVERS WILL BE AVAILABLE FOR TWO DEPENDENTS OF EACH ROSE STATE COLLEGE REGULAR EMPLOYEE FOR UP TO TWELVE CREDIT HOURS PER REGULAR SEMESTER AND NINE CREDIT HOURS PER SUMMER SEMESTER. THE FEE WAIVER CAN BE RENEWED FOR A STUDENT IN GOOD STANDING. THE WAIVER DOES NOT COVER REPEATED ENROLLMENTS IN THE SAME COURSES EXCEPT FOR HPER.

- (B) NON-CREDIT COURSES AND SEMINARS. MANY NON-CREDIT CLASSES, WORKSHOPS AND SEMINARS AT ROSE STATE COLLEGE MAY BE TAKEN FOR A DISCOUNT UP TO ONE-HALF THE NORMAL ENROLLMENT FEE WITH APPROPRIATE ADMINISTRATIVE APPROVAL. THIS APPLIES TO REGULAR CONTRACTED EMPLOYEES, 50 PERCENT OR MORE, BUT DOES NOT INCLUDE NON-CREDIT PROGRAMS FOR DEPENDENTS. FORM B-4 IN THE ONLINE FORMS HANDBOOK SHOULD BE COMPLETED PRIOR TO ENROLLMENT. FOR A LIST OF COURSES IN WHICH A DISCOUNT APPLIES, PLEASE CONTACT THE COMMUNITY LEARNING CENTER.
- (C) FEES. THE BENEFIT DOES NOT APPLY TO STUDENT FACILITY, STUDENT ACTIVITY, OR OTHER SPECIAL FEES. EMPLOYEES AND/OR DEPENDENTS ARE RESPONSIBLE FOR PAYING THESE FEES IN ACCORDANCE WITH THE PAYMENT SCHEDULE PRINTED IN THE ROSE STATE COLLEGE STUDENT HANDBOOK AND SEMESTER SCHEDULE BOOKS.

- (D) GUIDELINES. ALL EMPLOYEES OF THE COLLEGE ARE ENCOURAGED TO IMPROVE THEMSELVES BOTH AS PERSONS AND IN THEIR ABILITY TO PERFORM THEIR ASSIGNMENTS BY CONTINUING THEIR EDUCATION. A COURSE OF STUDY AND/OR TRAINING THAT IS BEING PURSUED BY REGULAR PERSONNEL OF THIS COLLEGE MUST BE HANDLED IN SUCH A MANNER THAT IT WILL IN NO WAY AFFECT THE PERSON'S RESPONSIBILITIES AS THEY PERTAIN TO THE EFFECTIVE OPERATION OF THE COLLEGE. THE FOLLOWING GUIDELINES SHOULD BE OBSERVED:
 - (1) NORMAL WORKING HOURS. EMPLOYEES WHO ARE CONTINUING THEIR EDUCATION SHOULD DO SO BEFORE OR AFTER THE NORMAL WORKING HOURS THAT ARE ASSIGNED AND WITH APPROVAL OF THE PROPER ADMINISTRATOR.
 - (2) RECOMMENDED CREDIT HOURS OR EQUIVALENT. IT IS SUGGESTED THAT ENROLLMENT BE HELD TO SIX CREDIT HOURS PER SEMESTER. THIS CREDIT HOUR LOAD SHOULD NOT BE TOO BURDENSOME NOR CONFLICT WITH THE REGULAR ASSIGNMENT.
 - (3) COURSE SELECTION. COURSE SELECTION IS OBVIOUSLY AT THE DISCRETION OF THE INDIVIDUAL; HOWEVER, PRIOR CONSULTATION WITH THE IMMEDIATE SUPERVISOR IS NECESSARY IF SUCH COURSE WORK IS TO BE CONSIDERED FOR SALARY INCREMENTS.

• (E) MANDATORY TRAINING. TO MEET LEGAL REQUIREMENTS AND TO IMPROVE WORKING CONDITIONS, CERTAIN TRAINING CAN BE REQUIRED OF ALL COLLEGE EMPLOYEES. SUCH TOPICS COULD INCLUDE HEALTH, SAFETY, AVOIDANCE OF HARASSMENT, AND OTHER TIMELY ISSUES AS DETERMINED BY THE PRESIDENT IN CONJUNCTION WITH SUPERVISORS.

SEC. 3-23.1. CONTINUING EDUCATION FOR ADJUNCT PROFESSORS

- (A) CREDIT COURSES. AS CURRENT FISCAL YEAR BUDGET PERMITS, ROSE STATE COLLEGE WILL PAY 100 PERCENT OF THE GENERAL ROSE STATE COLLEGE ENROLLMENT FEE FOR UP TO THREE CREDIT HOURS PER REGULAR SEMESTER AND THREE CREDIT HOURS PER SUMMER TERM FOR ROSE STATE COLLEGE ADJUNCT PROFESSORS WHO ARE ASSIGNED AT LEAST THREE EQUATED CREDIT HOURS FOR INSTRUCTION IN THAT SEMESTER OR SUMMER TERM AND WHO HAVE INSTRUCTED IN AT LEAST TWO PREVIOUS SEMESTERS OR SUMMER TERMS AT ROSE STATE COLLEGE.
- (B) NON-CREDIT COURSES, WORKSHOPS AND SEMINARS. MANY NON-CREDIT CLASSES, WORKSHOPS AND SEMINARS AT ROSE STATE COLLEGE MAY BE TAKEN FOR A DISCOUNT UP TO ONE-HALF THE NORMAL ENROLLMENT FEE WITH APPROPRIATE ADMINISTRATIVE APPROVAL. THIS APPLIES TO ADJUNCT PROFESSORS AND HALF-TIME EMPLOYEES, BUT DOES NOT INCLUDE NON-CREDIT PROGRAMS FOR DEPENDENTS. FORM B-4 IN THE ONLINE FORMS HANDBOOK SHOULD BE COMPLETED PRIOR TO ENROLLMENT. FOR A LIST OF COURSES IN WHICH A DISCOUNT APPLIES, PLEASE CONTACT THE COMMUNITY LEARNING CENTER