

CODE:	PSL – 709
SUBJECT:	Salary Adjustment for Professional Education
ADOPTED:	February 16, 1999
REVISED:	April 11, 2000

An equitable increase in salary may be granted to a full-time administrator, non-faculty staff member and/or faculty member (per contract) who furthers his/her education. Professional education toward a certificate/degree must be appropriate to his/her field/position. Approval for salary increase for pursuit of professional certificate/degree must be requested and granted twelve months prior to the completion. Salary adjustment shall be approved upon completion of the certificate/degree.

Procedure

Professional Education

1. The College encourages ongoing education for all full-time employees. Salary adjustment for non-faculty College employees requires supervisor and President approval a year before completion of course work before salary adjustment.
2. Faculty should refer to the Negotiated Agreement for advancement guidelines.
3. Approval of salary adjustment for professional educational is dependent upon budget availability and the measure of the education value to the institution as a whole.
4. Salary adjustment for approved professional education will be received upon completion of documented education and following Board approval.