

## **Procedure IV.4000.D.a, Educational Advancement Incentive for Full-Time Staff and Administrators**

### **Associated Policy**

Policy IV.4000.D, Educational Advancement Incentive for Full-Time Staff and Administrators

### **Procedure**

San Jacinto College recognizes the need for employees to improve their job knowledge and skills. To reward employees who choose to further their education, full-time staff and administrators may receive an incentive for each degree level obtained above that with which they were hired. Each employee may only receive one incentive for each degree level (e.g., if an employee receives two Masters Degrees, they will only receive the incentive for the first degree). This procedure does not apply to faculty.\*

Employees who are planning to apply for the Educational Advancement Incentive, must notify Human Resources by March 31 of each year. If Human Resources is not notified by the deadline, employees may not be eligible for the incentive payment, as funds are limited.

The degree must be received from a regionally accredited institution of higher education. The Educational Advancement Incentive is contingent upon receipt of official transcripts by Human Resources, directly from the degree-granting institution.

The Educational Advancement Incentive is a one-time payment for each degree level attained and does not become part of the employee's base salary.

- A \$1,500 incentive will be given for receipt of an Associate's Degree.
- A \$2,000 incentive will be given for receipt of a Bachelor's Degree.
- A \$2,500 incentive will be given for receipt of a Master's Degree.
- A \$3,000 incentive will be given for receipt of a Doctoral Degree.

For current employees, the Educational Advancement Incentive will be processed following receipt of official transcripts documenting the degree attained. Official transcripts must be received by Human Resources directly from the institution granting the credit by the published payroll cut-off date in September of each year for payment in November. Transcripts received after the September payroll cut-off date will be processed effective the next fiscal year.

The Educational Advancement Incentive will only be processed for degrees obtained during the fiscal year in which the employee applies for the incentive. The incentive will not be processed retroactively for degrees obtained in previous fiscal years.

Employees anticipating receiving a degree from an accredited institution and thus qualifying for an Educational Advancement Incentive in future years should advise the appropriate leader during the budget planning process for the next fiscal year.

In order to be eligible for the incentive payment, employees must be employed in a full-time staff or administrator position at the time of payment.

\* Faculty should refer to Human Resources Procedure IV.4001.A.b, Faculty Salaries

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Associated Policy	Policy IV.4000.D, Educational Advancement Incentive for Full-Time Staff and Administrators
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Human Resources
Secondary Owner of Policy Associated with the Procedure	Vice President, Human Resources

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