

SRTC Procedure: Salary Adjustment Eligibility for Full-Time Faculty and Staff

Southern Regional Technical College (SRTC) encourages and supports the efforts of faculty and staff to pursue educational advancement. The College recognizes the hard work and effort necessary to further an employee's education and realizes the increased benefits to the College. SRTC full-time faculty and staff may be eligible for a salary increase after earning an advanced degree or after obtaining a national or industry recognized certification in field. To qualify, the course work or activities must be in the teaching discipline or in a field closely associated with the employee's current position, duties, and/or responsibilities and must be beneficial to the College. Prior approval must be obtained from both the respective Vice President and the College President. Salary increases are not guaranteed and are subject to funding availability and when funding makes it feasible. Also note that if an increase is approved based on the earning of an advanced degree, the employee would not be eligible for an additional salary increase for national or industry recognized certification (in his/her current position) for a minimum of three (3) years. If an increase is approved based on the attainment of a national or industry recognized certification, the employee would not be eligible for an additional salary increase for advanced degree (in his/her current position) for a minimum of three (3) years. (Examples of national or industry recognized certifications are CEDT, CPA, PHR, etc.) To be considered for an increase in compensation, the employee must adhere to the following procedural steps:

1. The employee must submit the form, [Salary Adjustment Eligibility Procedure for Full-Time Faculty and Staff](#), to their respective Vice President PRIOR TO COMPLETION of courses work or activities leading to an advanced degree or certification. On the form, the employee must indicate how the attainment of the planned degree or certification is directly related to the employee's current position, duties, and/or responsibilities and describe how the planned degree or certification will be beneficial to the College.
2. The respective Vice President will review the form, attest that the educational institution has the appropriate accreditation or that the certification is a national or industry recognized certification, and that the intended program of study or activities are in the employee's teaching discipline or a field closely associated with the employee's current position, duties, and/or responsibilities and are beneficial to the College.
3. If the respective Vice President approves the form for submission and recommends eligibility, then he/she will forward the form to the College President for approval. Forms that are disapproved will be returned to the employee with the reason for disapproval listed and a copy placed in the employee's HR file.
4. If the College President grants approval, the employee will be given a copy of the form and the original retained in the employee's HR file.

Upon completion of the planned advanced degree or national/industry recognized certification, the employee must submit an official transcript or other satisfactory official evidence of completion to the SRTC HR Office. Upon receipt of the required documentation, the SRTC HR Office will forward the appropriate documentation and form to the College President for review and possible

approval of a salary increase. Salary increases are not guaranteed and are subject to funding availability and when funding makes it feasible.

Responsibility

The President has the overall responsibility for ensuring this procedure is implemented.

Reference:

[Salary Adjustment Eligibility Procedure for Full-Time Faculty and Staff Form](#)

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