



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

DE-2 Recognition of Educational Advancement for Non- Faculty Employees

APPROVED: February 2, 1996 **REVISED:** April 27, 1999
Year of last review: 2021
AUTHORIZING BOARD POLICY: DE

Classification: Administrative

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Executive Director of Human Resources

OBJECTIVE: To establish guidelines for salary advancement upon completion of education for college degrees beyond that required for an employee's current position.

PROCEDURE:

- I. El Paso County Community College District employees are encouraged to pursue continuous professional growth during their employment at the College. Such growth activities may include the completion of a college/university degree.
- II. Full-time employees who earn college degrees will be rewarded based upon the following guidelines:
 - A. No minimum length of service shall be required; however, the employee must have earned at least one-half of the credit hours toward the degree while employed with the College.
 - B. The employee must maintain an overall rating of "Meets Expectations" or higher on the "Performance Evaluation Report for Non-Faculty* Employees" during the time in which the employee is pursuing the course work.
 - C. The College shall recognize earned degrees conferred by institutions which are candidates for accreditation or accredited by the appropriate regional or national accrediting association as recognized by the United States Secretary of Education.
 - D. An employee may receive a recognition award once for each type of degree awarded (i.e. Associate's, Bachelor's, Master's, and Doctorate). An employee may not receive an award for earning a duplicate or lower degree than already held or a degree of a level required for their currently held position.
 - E. Once the degree is awarded, the employee will file a Petition for Advancement on the Salary Schedule (PF 800-228) (attached). The petition and a copy of transcripts reflecting the completion of the degree must be forwarded through the supervisory chain to the Cabinet officer for approval. The petition must be filed with the supervisor no later than September 15.
 - F. The supervisor will generate a Personnel Action Record (PAR), attach the petition with accompanying information and forward the packet through administrative channels to the Human Resources Department. The packet must reach the Human Resources Department no later than September 30.
 - G. The employee is responsible for assuring that an official transcript is received in the Human Resources Department not later than September 30. The transcript must be sent from the degree granting college or university directly to the EPCC Human Resources Department to be official. Unofficial and student copies of transcripts will not be accepted in support of the final degree verification.
 - H. The recommendation regarding the salary placement advancement will normally be forwarded to the Board of Trustees for consideration at the October meeting. When approved, the salary adjustment will be retroactive to the beginning of the current Fiscal Year (September 1).
 - I. If the transcript, or any other required documentation is not received by September 30, the salary advancement will become effective the first day of the month following Board of Trustees approval. No documents will be accepted for processing after October 31.
 - J. This procedure is effective April 27, 1999 and degree awards will not be paid on a retroactive basis before that date.
 - K. Employees will be awarded a 2% salary increase for each qualifying degree completed.

* Note: The word "faculty" denotes instructors, counselors and librarians.



PETITION FOR ADVANCEMENT ON THE SALARY SCHEDULE

EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

In accordance with College Procedure DE-2 titled, Recognition of Educational Advancement for Non-Faculty Employees, a salary advancement is requested based upon the degree listed below.

<u>Degree</u>	<u>Major</u>	<u>Institution</u>	<u>Date Completed</u>
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(Note: Verification of the successful completion of the degree must accompany this petition; the official transcript must be sent directly to the Human Resources Department from the college/university.)

Printed Name

Signature

Date

Title

Department

Approval:

Administrative Supervisor

Date

Cabinet Officer

Date

Executive Director of Human Resources

Date

Note: This petition, accompanied by the Personnel Action Record (PAR) which recommends the salary advancement, must be sent through administrative channels to the Human Resources Department. All documents must be received no later than September 30.

PF 800- 228

(04/99)