



Policy Name: COMPENSATION FOR ADDITIONAL DEGREES AND CERTIFICATIONS/LICENSURES FOR ELIGIBLE STAFF EMPLOYEES		
Effective Date: 01/01/2014	Revision Date: 01/01/2017	Department/Area/Division: CC/HR/FA
Department/Area Policy Number: 604.00		Departmental Contact: Nancy Whittaker, Associate Vice President for Human Resources

Purpose

The purpose of this policy is to provide guidance regarding additional compensation to eligible staff employees at The University of Alabama who (after their employment date and completion of their initial six (6) month Introductory Period) attain additional job-related or job-enhancing degrees from regionally accredited colleges and universities and/or job-related or job-enhancing professional certifications and licensures from appropriate agencies.

Policy Statement

The University encourages and rewards continuing education among its employees. Therefore, University budget permitting, all regular staff who have satisfactory job performance may be considered for a salary increase upon completion of additional job-related or job-enhancing degrees from regionally accredited colleges or universities and/or upon receiving select job-related or job-enhancing certifications and licensures. These certifications/licensures are frequently from government recognized certifying or licensing organizations. Regular part-time staff should receive a prorated amount based upon their full-time equivalency (FTE). For example: an eligible part-time employee of 0.50 FTE may be eligible for an amount equal to 50% of the \$3000 for a Masters' degree.

Policy

To be eligible for an increase, staff employees must complete the Compensation for Additional Degrees and Certifications Request Form and submit it to his/her supervisor or Dean for approval prior to beginning a degree program. For budget planning purposes, supervisors and Deans must then seek prior approval for the salary increase from the appropriate Vice President. The approved form should be retained in the department.

Once the degree/certification has been obtained, the staff employee should provide documentation of the degree certification. At that time, a Personnel Action form should be submitted along with the approved Compensation for Additional Degrees and Certifications Request Form and appropriate documentation to increase the staff employee's base salary. Increases, to the extent permitted under the University budget, will be effective no earlier than the first of the following



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month after notification has been made that the degree/certification has been obtained. For degrees completed in the summer term the increase will be effective no earlier than September 1. As a general rule, increases will be effective January 1, June 1 and September 1.

Degree		Certification/Licensure	
Associate	\$1,000	Certification	\$1,000
Bachelor	\$2,000	Licensure	\$1,000
Masters/EDS/JD	\$3,000		
Doctorate	\$4,000		

Regional accreditation ensures that an institution's academic programs meet acceptable levels of quality. There are six regional accreditation bodies in the United States. Regional accreditation is considered the highest form of institutional accreditation and offers a broader level of approval. Regionally accredited colleges and universities are defined as postsecondary institutions that are fully accredited by the regional accrediting associations as identified in The University of Alabama's Transfer Credit Policy.

- Middle States Commission on Higher Education
- Higher Learning Commission
- New England Association of Schools and Colleges, Commission on Institutions of Higher Education
- Northwest Commission on Colleges and Universities
- Southern Association of Colleges and Schools, Commission on Colleges
- Western Association of Schools and Colleges

Nationally accredited institutions are not recognized for the purposes and application of this policy unless they are also regionally accredited by one of the agencies identified in The University of Alabama's Transfer Policy.

The types of certifications and licensures that may be rewarded are typically those that are nationally recognized across a wide variety of industries and usually require continuing education to maintain the certification or licensure. Although it is not possible to list all the designations this may include, several examples are Certified Public Accountant, Professional Engineer and Professional Architect. Pay increases will be centrally funded for those employees who are paid from state funds. For employees who are paid from non-state funds, increases will be paid from their salary source(s).

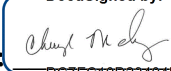
All increases are subject to the availability of funds and the approval of the appropriate Vice President, Athletic Director or President.



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Note: This policy applies only to the attainment of the first degree/certification at each level. Example: If an individual earns multiple bachelor’s degrees, compensation may be considered for only one of the bachelor’s degrees. This applies to all categories listed above. In addition, if an employee is enrolled in a degree-seeking program and is granted a lower-level degree in the process, maximum compensation will not be awarded for each degree individually. Example: If an individual is enrolled in a bachelor’s degree seeking program and, during the degree seeking process, the institution or individual determines that an associate’s degree could also be awarded based on credit hours, compensation will not be awarded for the associate’s degree, only for the degree being sought.

Office of the Vice President of Financial Affairs:

Approved by: 
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Date: Jan-19-2017