

**LAKE-SUMTER STATE COLLEGE
ADMINISTRATIVE PROCEDURE**

TITLE: COMPENSATION FOR ADDITIONAL
DEGREE OR CREDIT HOURS

NUMBER: PRO 5-12

REFERENCE: Rule 5.02

PAGE 1 OF 1

I. GENERAL

As a learning institute LSSC values scholarship and therefore encourages employees to acquire additional knowledge and abilities. Employees who acquire additional credits or accredited degrees above their current education will be recognized and compensated as outlined in this procedure.

II. ELIGIBILITY REQUIREMENTS

- A. Must be a full time employee pursuing additional credits or a degree from an accredited institution with completion on or after July 1, 2006.
- B. With the exception of the Associate's Degree the employee must pre-qualify by submitting to HR a completed Compensation for Completion of an Educational Program of Study Request form. This form must be signed by the supervisor and respective Vice President. (See attached "Compensation for Completion of an Educational Program of Study Request" form.) To qualify the individual's program of study must be beneficial to the college as well as the individual. The program of study must be immediately beneficial to an employee's current position or qualify the employee for another position at LSCC.

III. COMPENSATION

- A. The following compensation amounts per accomplishment will be awarded to the employee. The amount is added to the employee's base salary effective the month the employee submits the official documentation of completion to HR. The documentation must be received before the 20th of the month. Due to payroll constraints if the documentation is received after the 20th of the month, then the compensation will be awarded the following month. The full amount will be paid to the employee in the appropriate month.
- B. Amounts:
 - 1. \$250 to base salary for acquiring an Associate's Degree
 - 2. \$500 to base salary for acquiring a Bachelor's Degree
 - 3. \$1000 to base salary for acquiring a Master's Degree
 - 4. \$500 to base salary for acquiring 18 additional credits in a discipline/field (Faculty Only)
 - 5. \$2000 to base salary for acquiring a Doctorate Degree

New: 12/8/97

Amended: 1/29/02, 1/17/07



Lake Sumter
State College

COMPENSATION FOR COMPLETION OF AN EDUCATIONAL PROGRAM OF STUDY REQUEST

To qualify for compensation for completed additional degree(s) or credit hours this form must be completed and signed. Retain a copy and send the original to Human Resources. (See details about eligibility and compensation in policy PRO 5-12, Compensation for Additional Degree or Credit Hours.)

Name:

Date:

ID: X

Department:

Degree Level: Associate's Bachelor's Master's
 18 credits above Master's in a discipline Doctorate

Program of Study:

I intend to complete the above educational program of study by _____ I understand as outlined in PRO 5-12 that I must submit formal documentation of completion of the program to receive the appropriate compensation.

The benefits to the College and me will be: (list a maximum of 4)

- 1.
- 2.
- 3.
- 4.

Employee Signature

Date

Supervisor Signature

Date

Vice President Signature

Date