

# **Educational Merit Wage Increase Policy**

## **I. PURPOSE**

The purpose of any compensation plan is to allow the organization to attract and retain the highest quality employees. One essential factor in the retention of employees is that an atmosphere be created that makes it clear that additional effort, experience and ability will be recognized and rewarded. The successful completion of a directly job-related nationally accredited advanced educational degree program (including, but not limited to AA, BA/BS or Masters), technical certification or professional license is one tangible demonstration that the employee has exerted additional effort, gained additional knowledge and ability and has positioned himself/herself to make a greater contribution to the organization's goals.

## **II. SCOPE**

This policy applies to all PGST government employees.

## **III. POLICY**

Within the following parameters, upon receipt of official notification that an employee has successfully completed a degree program, technical certificate or professional license, the employee will be eligible for an increase in their current rate of pay proportionate to their increased ability to contribute, up to a maximum of 5%.

## **IV. PROCEDURE**

Educational Merit increases:

- must be included in the Department/Program's existing approved annual budget and;
- must not cause the employee's pay to exceed the established position grade/wage ranges

Directors may nominate an employee for an educational merit increase by:

- verifying and certifying that the degree, certification or license will directly benefit or enhance the employee's job performance, directly allow the employee to successfully assume greater responsibilities or directly increase the employee's contribution to department's values, mission, goals and objectives
- completing a Status Change Form (SCF) documenting the increase and;
- attaching to the SCF the proof of successful completion of the degree program, certificate or license and;
- submitting the SCF for approval by the appropriate Administrative or Entity Director and review for budget compliance by the Chief Financial Officer and;
- submitting the SCF with all required signatures to the Human Resources Department for processing

The provision of the documentation for education increases is the responsibility of the employee. Because of unavoidable and uncontrollable delays in the employee receiving official notification

that the degree/certification/license requirement was successfully completed, Educational Merit Wage Increases may be applied retroactively to the date upon which the degree was awarded up to a maximum of 90 days.

#### Percentage Increase Guidelines:

Percentage increases will be awarded one time only upon completion of a certification or degree.

Certification at this level requires a certain level of education, skill, or training. There is typically a required standard of competency, knowledge or education that must be demonstrated (often in the form of an exam or credential). Examples include Journeyman or completed classes regulated by industry standards (such as commercially certified divers). Certification does not include certificates received for attending seminars often offered by granting agencies or companies such as offered by Falmouth, Seminars International, etc.

**1-2%:** Certification class that requires testing to obtain certification but does not require ongoing education to maintain. This merit will be awarded one time only per professional training topic and is limited to one time per year. Continuing education credits to maintain an already existing professional certification would not be eligible for an increase.

**3-4%:** Two year academic or technical degree. Professional licensing/certification requiring continuing education credits to maintain. The increase will only be awarded once at the time the degree or certification is first obtained, recertification is not eligible (such as in the case of a lapsed certification).

**5%:** Bachelors/Masters/Doctoral degree