

OZARKS TECHNICAL COMMUNITY COLLEGE

Educational Salary Increases Approval Form- Staff/Administration Employees

In conjunction with Policy 3.13 (Professional Development Plan), to qualify for an educational salary increase, the following criteria must be met for all Staff/Administration employees:

- Must be a full-time employee (temporary full-time and grant funded employees are ineligible) **for at least one year.**
- Any degrees/hours earned prior to joining OTC will not be considered
- Degree must be in a job-related field from a regionally accredited institution of higher learning
- Approved by area Vice Chancellor and the Chief Human Resources Officer prior to completion of degree
- Sealed official transcripts sent to the Human Resources Office
- Educational Salary increases* per degree:
 - Associates - \$1,000
 - Bachelors - \$1,000
 - Masters - \$1,500
 - Ed. Specialist- \$1,500
 - Doctorate- \$2,000

Name: _____

Last

First

Employee ID# _____

Date of Full-time Employment _____

Title: _____

Department: _____

Supervisor's Name: _____

Institution Attending: _____ Degree: _____

Estimated Date of Completion: _____

Signature of Applicant: _____ Date: _____

Signature of Vice Chancellor: _____ Date: _____

Signature of CHRO HR: _____ Date: _____

***Educational salary increases will not be provided to any employee unless a signed copy of this approval is filed with Human Resources. Educational salary increases are offered twice annually – full details will be communicated twice each year.**