



Operating Protocol & Procedure

Details:

Number: 276

Title: Compensation for Additional Education

Category: Employees

Responsibility: Human Resources

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Effective Date: 8/31/15

Revised: 2/10/20, 5/6/24

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Purpose

To define the process to request additional compensation for the completion of additional education and the amount of compensation that may be granted.

Applicability

All Faculty and APT employees.

Definitions

APT – Administrative/Professional/Technical Employee

References

Board Policy BP 3-10, Administration of Personnel

(<https://cccs.edu/policies-and-procedures/board-policies/bp-3-10-administration-of-personnel/>)

Board Policy BP 3-45, Administrative and Professional/Technical Salary Plan

(<https://cccs.edu/policies-and-procedures/board-policies/bp-3-10-administration-of-personnel/>)

System Procedure SP 3-45, Administrative/Professional Technical Salary Plan

(<https://cccs.edu/policies-and-procedures/board-policies/bp-3-10-administration-of-personnel/>)

PCC Operating Protocol-Procedure 210, Faculty and Instructor Compensation

(<https://pueblocc.edu/cmsinternet/xml/OPP/200/210.pdf>)

Attachments

None

Operating Protocol

Pueblo Community College recognizes the value of additional education and will provide additional compensation to Faculty and APT employees who complete additional degrees or additional education that benefits the college.

Classified employee compensation is governed by State of Colorado, Department of Personnel and Administration and employees are not eligible for pay increases based on education.

Employees will be compensated for pursuing continuing education, either per 30 credit hours completed successfully, or upon the completion of a degree, but not both.

Procedure

Faculty

Faculty compensation for additional education will be processed in accordance with PCC Operating Protocol – Procedure 210 (Faculty Compensation).

APT

If an advanced/additional degree or continuing education was completed from regionally accredited institutions of higher education and if the employee has not been previously compensated for those credits, the employee shall submit the “PCC Request for Additional Education Deg Comp” form in Ultimus, with unofficial transcripts attached. After final approval and upon receipt of the official transcripts directly from the educational institution awarding the degree or credit, the employee will be notified of the effective date of the salary increase.

For each advanced or additional degree, the employee shall receive a \$1000 pay increase, which will be added to their base salary. Salary increases shall be subject to availability of funds and will be given when official transcript/documentation is submitted, no later than the start of the next fiscal year. If funds are not available, employees will receive the increase when funds become available.

For each 30 semester credits earned from a regionally accredited institution of higher education or equivalency received (15 clock hours of continuing education equals 1 semester credit) not in the pursuit of a degree, the employee shall receive a \$1000 pay increase, which will be added to their base salary. Salary increases shall be subject to availability of funds and will be given when official transcripts/documentation is submitted, no later than the start of the next fiscal year. If funds are not available, the employee will receive the increase when funds become available.

All pay adjustments will begin with the next available payroll after all steps are completed and official transcripts/documents are received by the Human Resources Office and funds are available.