

ARIZONA WESTERN COLLEGE

EDUCATIONAL GROWTH PROFESSIONAL/ADMINISTRATIVE

Purpose: Continued education directly related to an employee's job through college coursework or pursuit of an approved degree greater than one currently held benefits Arizona Western College and the employee. To promote and foster such educational growth, the College will provide Educational Growth Credit to its Professional/Administrative employees.

Scope: Educational Growth Credit may be earned by any full-time professional/administrative employee with prior approval from the immediate supervisor and appropriate Vice President or designee for college coursework completed after July 1, 1988 when the coursework is directly related to the employee's area of assignment or is part of an approved degree program.

Procedure: A Request for Educational Growth Credit must be completed by the employee prior to enrollment and submitted to the immediate supervisor and appropriate Vice President or designee for final approval of the individual coursework. A Request for Educational Growth Credit may be completed for an entire degree program and submitted to the immediate supervisor and appropriate Vice President or designee for pre-approval of the entire course of study necessary for the degree.

Each Request will be evaluated prior to approval to verify that the selected course of study clearly relates to the employee's area of assignment and that completion of the college course or degree will enhance the employee's job knowledge and performance. Educational Growth Credit will be granted only for college coursework resulting in academic credit at a grade of C or better.

A copy of the signed Request for Educational Growth Credit will be held in the Personnel Office. Prior to June 1, the employee must provide the Personnel Office with official transcript(s) of the college course(s).

Salary adjustments to the base salary of \$60 for each credit hour earned for Educational Growth Credit will be made on a fiscal year basis. Credit earned during any fiscal year will be compensated in the following fiscal year through addition of the Educational Growth Credits to the employee's July 1 contractual salary.

When an employee is at the maximum of the salary grade, no Educational Growth Credit will be awarded, but a one time bonus payment of \$60 per earned credit hour will be made.

An incentive award of \$500 will be granted for earning a pre-approved post-secondary degree.

