

# ARIZONA WESTERN COLLEGE

## EDUCATIONAL GROWTH CLASSIFIED EMPLOYEES

**PURPOSE:** Continued education directly related to an employee's job through college coursework, seminars, and skill development workshops benefits Arizona Western College and the employee. To promote and foster such educational growth, the College will provide Educational Growth Credit for its Classified Employees.

**SCOPE:** Educational Growth Credit may be earned by any full-time classified employee with prior approval from the immediate supervisor and appropriate Vice President or designee for college coursework, seminars or skill development workshops completed after July 1, 1988.

**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 for the course, seminar or workshop.

Each Request will be evaluated prior to approval to verify that the selected course of study clearly relates to the employee's area of principal assignment and that completion of the college course, seminar or workshop will enhance the employee's job knowledge and performance. Educational Growth Credit will not be granted for In-Service Workshops.

Salary adjustment of \$.03 per hour in base pay for each credit hour earned for Educational Growth Credit will be made twice annually effective July 1 and beginning the first pay period after January 1. Credit earned during the period ending May 31 will be compensated effective July 1 through recomputation of the employee's new hourly rate and the preparation of a revised Advice for Employment showing the adjusted rate. Credit earned during the period ending October 31 will be compensated effective the beginning of the first pay period after January 1 through the recomputation of the employee's hourly rate and the preparation of a revised Advice for Employment showing the adjusted rate.

A copy of the signed Request for Educational Growth Credit will be held in the Personnel Office. Prior to June 1 and November 1, the employee must provide the Personnel Office:

- A) An official transcript of the college course showing a grade of C or above, or
- B) Certification showing satisfactory completion of the workshop or seminar with supporting materials documenting seat time when the workshop or seminar does not result in academic credit. (Seat time totalling 15 Carnegie hours equals 1 credit hour.) Credit for workshops or seminars may be accumulated until one credit hour is attained, or
- C) An official grade report and a copy of the request for official transcript.

When an employee is at the maximum of the salary grade, no Education Growth Credit will be awarded, but a one time bonus payment of \$44 per earned credit hour will be made.

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

