

PROCEDURE MANUAL

 ARIZONA WESTERN COLLEGE		PROCEDURE 415.5	
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		Last Revision Date:	04-25-01
Effective Date:			
Section:	Personnel	Subject:	Educational Growth for Professional/Administrative Employees

PURPOSE

Continued education directly related to a Professional/Administrative employee's job benefits Arizona Western College and the employee. To promote and foster such educational growth, the College will provide Educational Growth Credit for Professional/Administrative Employees.

PROCEDURE

1. Scope
Educational Growth Credit (EGC) may be earned by any full-time Professional/Administrative employee with prior approval from the immediate supervisor and the appropriate Vice President or designee when the course work is directly related to the employee's area of assignment or is part of an approved degree greater than the one currently held by the employee.
2. Request for Educational Growth Credit
 - 2.1 A "Request for EGC" form must be completed by the employee prior to enrollment and submitted to the immediate supervisor and appropriate Vice President or designee for approval of the individual course work.
 - 2.2 A "Request for EGC" form 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.
 - 2.3 Each request will be evaluated prior to approval to verify that the selected course or degree program 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 skills.
 - 2.4 A copy of the approved "Request for EGC" form will be held in the Personnel Office. Prior to June 1, the employee must provide the Personnel Office:

An official grade report showing a grade of "C" or better or equivalent
and a copy of the request for official transcript
or
an official transcript(s) of the college course(s).
 - 2.5 EGC will be granted only for college course work resulting in academic credit at a grade of "C" or better or equivalent.
3. Salary Adjustments
 - 3.1 Salary adjustments to the current base salary for EGC will be made on a fiscal year basis for each credit hour earned.

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- 3.2 Credit earned during any fiscal year will be compensated in the following fiscal year through addition of the EGC to the employee's July 1 contractual salary.
- 3.3 When an employee is at the maximum of the salary grade, no EGC will be awarded, but a one-time bonus payment for earned credit hour will be made.
- 3.4 An incentive award of \$500 will be granted for earning the pre-approved degree.