

PROCEDURE MANUAL

 ARIZONA WESTERN COLLEGE	PROCEDURE 415.6		
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	Last Revision Date:	04-20-01	
Effective Date:			
Section:	Personnel	Subject:	Educational Growth for Classified Employees

PURPOSE

Continued education directly related to an employee's job through college coursework, an approved degree program, 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 (EGC) for its Classified Employees.

PROCEDURE

1. Scope
EGC may be earned by any full-time classified employee with prior approval from the immediate supervisor and appropriate Vice President or designee for college course work, an approved degree program, seminars or skill development workshops completed.
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 course, degree program, seminar or workshop.
 - 2.2 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, degree program, seminar or workshop will enhance the employee's job knowledge and skills. EGC will not be granted for in-service workshops.
 - 2.3 A copy of the approved "Request for EGC" form will be held in the Personnel Office. Prior to June 1 or prior to November 1 per the time frame stipulated in 3.2, the employee must provide one of the following to the Personnel office:
 - 2.3.1 An official grade report showing a grade of "C" or better or equivalent and a copy of the request for official transcript.
 - 2.3.2 An official transcript of the college course showing a grade of "C" or better or equivalent.
 - 2.3.3 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 totaling 15 Carnegie hours equals 1 credit hour.) Credit for workshops or seminars may be accumulated until one credit hour is attained.
3. Salary Adjustments
 - 3.1 Salary adjustments in base pay for each credit hour earned for EGC will be made either effective July 1 or beginning the first pay period after January 1.

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- 3.2 Compensation for credit earned will be effective either July 1 or January 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 will be compensated as required in 2.3.
- 3.3 When an employee is at the maximum of the salary grade, no EGC will be awarded, but a one-time bonus payment based on EGC per earned credit hour will be made within the effective time frames noted above.
- 3.4 An incentive award of \$500 will be granted for earning a pre-approved post-secondary degree.
- 3.5 The Personnel Office will make available current EGC rates.