
**LAKE-SUMTER STATE COLLEGE
ADMINISTRATIVE PROCEDURE**

TITLE: COMPENSATION FOR ADDITIONAL
DEGREE OR CREDIT HOURS

NUMBER: PRO 5-12

REFERENCE: Rule 5.02

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I. GENERAL

As a learning institute LSSC values scholarship and therefore encourages employees to acquire additional knowledge and abilities. Employees who acquire additional credits or accredited degrees above their current education will be recognized and compensated as outlined in this procedure.

II. ELIGIBILITY REQUIREMENTS

- a. Must be a full-time employee pursuing additional credits or a degree from an accredited institution.
- b. Except for the associate degree, the employee must pre-qualify by submitting to HR a completed Compensation for Completion of an Educational Program of Study Request form. This form must be signed by the supervisor and respective Vice President. (See attached "Compensation for Completion of an Educational Program of Study Request" form). To qualify the individual's program of study must be beneficial to the College as well as the individual. The program of study must be immediately beneficial to an employee's current position or qualify the employee for another position at LSSC. Failure to pre-qualify may make the employee ineligible for additional compensation.

III. COMPENSATION

- a. The following compensation amounts per accomplishment will be awarded to the employee. The amount is added to the employee's base salary effective in the first pay period after the employee submits the official documentation of completion, including official transcripts, to HR.

Amounts:

\$250 to base salary for acquiring an associate degree
\$500 to base salary for acquiring a bachelor's degree
\$2000 to base salary for acquiring a master's degree
\$500 to base salary for acquiring 18 additional credits in a discipline/field (Faculty Only)
\$4000 to base salary for acquiring a Doctorate Degree