

ADDITIONAL KNOWLEDGE OR SKILLS IN-BAND INCREASE

It is the policy of Tri-County Technical College to consider awarding an in-band increase to FTE employees for advanced degree completion. This type increase, when awarded, will be awarded at the beginning of the month following receipt of official transcripts showing a conferred degree. Increases may not be awarded for additional knowledge or skills required to keep up with current technology or if required to maintain current job responsibilities.

Steps Toward Increase:

1. In order to be considered for this type of increase, an employee must obtain prior approval through the submission of the Pre-Approval Form for Additional Knowledge or Skills and have it on file in the Human Resources Office. This form should be submitted prior to beginning work on an advanced degree. In the case of a new employee that is working on a degree, the form should be submitted within the first month of employment.
2. Once the degree has been conferred, it is the employee's responsibility to request the increase by notifying Human Resources via the submission of an official copy of the transcript.

Upon the receipt of the official transcript, Human Resources will review the increase request. If the request is approved, the employee will receive notification of the increase.

The applicable amounts are as follows:

DEGREE	FACULTY ELIGIBILITY	STAFF ELIGIBILITY
Associate Degree	Not applicable	\$500 annualized
Bachelor Degree	\$750 per 39-week (\$1,000 annualized)	\$1,000 annualized
Master Degree	\$750 per 39-week (\$1,000 annualized)	\$1,000 annualized
Specialist	\$750 per 39-week (\$1,000 annualized)	not applicable
Doctoral	\$1,500 per 39-week (\$2,000 annualized)	\$2,000 annualized

It is further, the policy of Tri-County Technical College to consider the attainment of additional skills/knowledge, other than the attainment of a degree, for an in-band increase for FTE employees. The action may be initiated by the supervisor or the employee. However, the skill or knowledge pursuit must be pre-approved in writing and on file in Human Resources, must aid in current job responsibilities, and not be a requirement to keep the current position and meet other guidelines.

Teaching and Non-teaching faculty degree attainment increases are not awarded during the Summer semester. If a degree is attained over the Summer, faculty will receive the award at the beginning of the Fall semester.