

CCCC EMPLOYEES: ARE YOU WORKING TOWARD A COLLEGE DEGREE?



Employees may be eligible for salary increases once additional degrees have been completed!

- ✓ The additional degree must be higher than the degree currently held by an employee.
- ✓ The degree must be relevant to the employee's current position with the college.
- ✓ The degree must be from an accredited academic institution.
- ✓ Employees will not be granted increases for degrees acquired outside their subject area which are above a given position's requirements.
- ✓ To be eligible, an employee must complete the Additional Degree Approval Request Form and submit to his or her supervisor.
- ✓ Additional degree salary increases that are approved will be implemented in the budget year following the completion of the degree.
- ✓ Application for and notification of an anticipated degree award is the responsibility of the employee. Official transcripts must be submitted to HR.
- ✓ For more information, see Policy & Procedures/Personnel and Benefits/Salary Determination Policy/Additional Degrees.

For the Additional Degree Request form, visit:
www.cccc.edu/intranet/files/AdditionalDegreeApprovalRequest.pdf