



Department: Human Resources  
Policy Number: HUM-A077  
Effective Date: 12/14/15

## ADMINISTRATIVE POLICY

The online version of this policy is official.  
Therefore, all printed versions of this  
document are unofficial copies.

### SALARY CHANGES BASED ON EDUCATIONAL LEVEL FOR ADMINISTRATORS

An educational supplement will be provided to Administrators who complete a Ph.D., Ed.D. or Ed.S. The administrator is responsible for completing the required form with the documentation to the Human Resources Department.

1. General Provisions:

Educational supplement changes for Ph.D., Ed.D. or Ed.S., will be retroactive to the date the degree was awarded and as posted on the official transcript. Educational supplements cannot be processed as retroactive to a previous fiscal year.

An educational supplement of \$5,000 per year for Ph.D. or Ed.D. will be added upon degree completion. The supplement will be prorated based on degree date or transition date to the administrative pay scale as appropriate.

An educational supplement of \$2,500 per year for Ed.S. will be added upon completion. The supplement amount will be prorated based on degree date or transition date to the administrative pay scale as appropriate.

Administrators will only receive one (1) educational supplement for an advanced degree. The supplement will be based on the highest degree level. Example: If an Administrator is currently receiving the supplement for an Ed.S. degree and later earns a Ph.D. or Ed.D., the Ed.S. supplement will end. The Ph.D./Ed.D. supplement will be added at a prorated rate based on the date the degree was awarded.

Those Administrators with an Ed.S. serving in an administrative position prior to July 1, 2014, do not have a separate educational supplement. He/She received additional compensation for his/her degree as a part of his/her base pay with the initial administrator salary conversion.

Implementing Procedures: Salary Change Requests Based on Educational Level for Administrators (CER-P009)

Associated Documents: Salary Change Request Based on Educational Level ([CER-F025a](#)).

#### Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/14/15		Initial Release
11/27/17	A	Title change: education to educational. Changed "education" to "educational" throughout. Corrected formatting of Ph.D., Ed.D., and Ed.S. throughout.
11/26/18	B	#1, removed last paragraph, "Educational supplement changes for Ph.D., Ed.D., or Ed.S., will be retroactive..."

\*\*\* End of Policy \*\*\*