

PPM #44

Policy Name: *Attainment of Advanced Degree*

Effective Date: *June 4, 2014*

Revision Date:

Authorization:



Charles R. Davis, Deputy Secretary

I. POLICY

In accordance with Civil Service Rule 6.16(h), it is the policy of the Office of the Lieutenant Governor (OLG) and Department of Culture, Recreation and Tourism (DCRT) to provide management a means by which to compensate employees that, while employed by OLG/DCRT, attain an advanced degree in a job-related field of study. By doing so, OLG/DCRT strives to motivate employees toward better job performance through further development of their knowledge, skills and abilities.

II. APPLICABILITY

This policy is applicable and restricted to full-time permanent classified employees in the OLG/DCRT.

III. REQUIREMENTS FOR ELIGIBILITY

To be eligible for a base pay increase, the following requirements must be met:

- a. Evaluation: No employee shall receive a pay increase under this policy when he/she received an overall rating of “Needs Improvement/Unsuccessful” during his/her most recent Performance Evaluation System (PES) evaluation. Subsequent ratings of “Successful” or above will restore the employee’s eligibility for a pay increase under this policy. An employee who is “Unrated” or “Not Evaluated” may be eligible for an increase.
- b. Monetary Cap: Base pay increases may be granted up to, but shall not exceed, 10% of an employee’s salary.
- c. Timing of Nomination: The attainment of the advanced degree must be conferred, as evidenced by an official transcript, prior to being nominated for a base pay increase.
- d. Minimum Qualifications: The advanced degree cannot be required in conjunction with the Minimum Qualifications necessary for the employee’s job title.

- e. Restrictions: Base pay increases may be granted for the attainment of an advanced degree subsequent to the promulgation of this policy. Such pay increases may also be granted for the attainment of an advanced degree prior to the promulgation of this policy, provided that: (1.) the employee has not been previously compensated for the same degree under any other Civil Service pay rule or OLG/DCRT policy; and (2.) the effective date of such an increase does not precede the effective date of the policy.
- f. Employment Status: An employee must have been employed by OLG/DCRT at the time the advanced degree was conferred. The employee must also have been employed by OLG/DCRT, with permanent status, at the time the base pay increase is granted.
- g. Funding: All pay increases are contingent upon availability of funding.

IV. NOMINATION PROCEDURE

All nominations must include the following information:

- a. Name of Nominee
- b. Agency/Section
- c. Amount (%) of Base Pay Increase Requested
- d. Official College Transcript
- e. Description of Job-Relatedness of Advanced Degree
- f. Benefit to the Department

Nominations may be initiated by any OLG/DCRT employee at any time in the Fiscal year. Upon nomination, the request must be submitted to and approved by:

- Division Director (or equivalent) – to ensure request is appropriate and administered consistently;
- Human Resources Director – to ensure that the nomination complies with Civil Service Rules and OLG/DCRT policy;
- Appointing Authority – final authorization or denial of request.

Base pay increases will be made upon completion of the approval process (as noted above), dependent upon available funding.

It is not the intention to make the required documentation and approval process so burdensome that it discourages anyone from nominating an employee for a base pay increase. However, the documentation must be substantial enough to prove the validity of the proposal and to justify to the general employee population that the pay increase is fair and merited if it is granted.

V. POSTING AND REPORTING

This policy shall be available to all employees through the OLG/DCRT intranet (Channel Z). A listing of all employees who receive base pay increases in accordance with this policy shall be posted in the same manner. An annual report shall be submitted by July 31 to Civil Service detailing all pay increases granted to employees under this policy.

VI. QUESTIONS

Questions regarding this policy may be directed to the Human Resources Division.

Summary of Changes: New policy (June 4, 2014).