

ADMINISTRATIVE PROCEDURE MANUAL		
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**Purpose**

The purpose of this procedure is to outline the process for providing a salary increase for full-time employees after the completion of eligible courses taken at Florida State College at Jacksonville (FSCJ), approved courses completed for professional development or for degrees earned at a regionally accredited college or university while employed. Degrees earned and submitted for one percent (1%) increases are expected to represent studies and/or coursework that advances, supplements and/or enhances employment-related skills relevant to the higher education enterprise.

**Procedure**

- A. One percent (1%) salary increases for college credit coursework: Full-time employees shall receive a one percent (1%) salary increase provided the eligible employee meets the following criteria:
  - 1. The full-time employee was employed by the College prior to the beginning of the class and remains a full-time employee through the ending date of the last class based on encoded dates.
  - 2. Complete a minimum of eight (8) credit hours or the equivalent coursework at FSCJ. (see 6Hx7-3.3)
  - 3. College credit courses must be completed with a grade of "C" or better to count toward the one percent (1%) increase. Courses may not be repeated for credit in this program. If an employee receives the one percent (1%) increase for courses taken at FSCJ, the employee may not earn another one percent (1%) increase for earning a degree from FSCJ which included those same courses. Proficiency Examination Program (PEP), College Level Examination Program (CLEP) and Independent Study courses are excluded from any provisions of this rule. If an employee has already earned a one percent (1%) increase, courses must have been completed since the effective date of the prior one percent (1%) approval.
  - 4. Full-time employees may not use courses (or prerequisites to those courses) taught by the employee during the last five (5) years for this purpose.
  - 5. After the completion of these requirements, it will be the employee's responsibility to provide the Office of Human Resources with an unofficial transcript reflecting a grade of "C" or better for college credit The employee will also submit the [Request for One Percent Salary Increase](#) form.
- B. One percent (1%) salary increases for approved professional development courses and non-college credit Continuing Education (CWE) courses: Full-time employees shall receive a one percent (1%) salary increase provided the following criteria is met:
  - 1. Employee was employed by the College prior to the beginning of the class and remains a full-time employee through the ending date of the last class based on encoded dates.

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2. Complete a minimum of 120 hours of professional development courses or non-college credit CWE courses.
  3. These courses are related to the position held or part of professional development. Courses may not be repeated for credit in this program. If an employee has already earned a one percent (1%) increase, professional development courses must have been completed since the effective date of the prior one percent (1%) increase.
  4. The College will maintain a listing of approved non-college credit and professional development courses that will count toward the one percent (1%) increase as well as how many hours are earned when the course is completed.
  5. Employees do not receive credit for courses (or prerequisites to those courses) taught by the employee.
  6. Employees shall not earn credit toward the one percent (1%) increase for courses for which they received compensation through other incentive programs or stipends.
  7. The one percent (1%) salary increase can also be earned through a combination of FSCJ credit courses and professional development courses as long as a total of 120 hours is obtained. Each hour of an FSCJ credit course counts as fifteen (15) hours toward the 120-hour total.
  8. Employees cannot apply for the once percent (1%) increase until they have been employed full-time at FSCJ for a minimum of one (1) year. Credits may be accrued during that time, but the employee cannot apply for the increase until their one (1) year anniversary of employment.
  9. After the completion of these requirements, it will be the employee's responsibility to provide the Office of Human Resources with an unofficial transcript of training showing successful completion for non-college credit and professional development courses taken pursuant to this rule. The employee will also submit the [Request for One Percent Salary Increase](#) form.
- C. Salary increase for a new degree earned by a non-instructional full-time employee while employed by FSCJ:
1. An individual who has been employed full-time at FSCJ for a minimum of one (1) year and who earns an initial college degree or a higher level degree from a regionally accredited institution is eligible for a one percent (1%) increase upon completion; provided that such employee has received a review of satisfactory or higher on the most recent annual evaluation.
    - a. Upon completion of degree requirements, it is the employee's responsibility to provide the Office of Human Resources with an official copy of their transcript showing that a new post-secondary degree has been awarded within twelve (12) months of receiving the degree. The employee will also submit the [Request for One Percent Salary Increase](#) form.

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D. Salary Increase Effective Date and Eligibility:

1. The effective date of the salary increase will be the first of the month following submission to and verification by the Office of Human Resources. The employee is only eligible for a one percent (1%) increase once every three (3) years from the date of the last increase regardless of how earned.

- E. Full-time Faculty requests for a salary adjustment based upon earning a new, higher-level degree will be calculated and compensated per the Collective Bargaining Agreement (CBA).

REFERENCES: F.S. 1001.64, 1001.65

Adopted Date: July 1, 1994

Revision Date: July 8, 1996, October 19, 2011, February 12, 2013, June 10, 2014, February 3, 2015, April 21, 2015, November 21, 2016, August 31, 2022