



FERRIS STATE UNIVERSITY

HUMAN RESOURCES

HR Related Policies & Procedures

Eff. Date: October 22, 2004

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Advanced Degrees for Full-time Administrative and Support Employees

COVERED EMPLOYEES

- Full-Time Administrative
- Full-Time Support

<http://www.ferris.edu/htmls/administration/trustees/boardpolicy/6sub6-0.htm>

HR POLICY

The University recognizes the value of a skilled and educated work force. Employees are encouraged to pursue advanced educational degrees that relate to their present responsibilities or to possible future University positions.

HR PROCEDURES/DESCRIPTION/DEFINITIONS

- I. An employee pursuing a higher-level degree must schedule his/her class and research time so as not to interfere with his/her work duties and responsibilities. Employee may request to use accrued vacation time, or may request a change in his/her work schedule pursuant to the University's Flextime Policy, if classes interfere with normal work schedules. Such requests must be approved in advance, in writing, by the supervisor in consideration of the needs of the department. If such a request would interfere with the department's need, the scheduling change can be denied.
- II. Once the employee successfully completes the degree, he/she shall make arrangements to have the degree granting institution send an original transcript directly to Human Resources (HR).
- III. The divisional vice president will consider the completion of the advanced degree for a pay adjustment. In order for a pay adjustment to be granted the following two criteria must be fulfilled:
 - A. The supervisor and vice president must concur that the advanced degree is relevant and helpful in the performance/knowledge of the employee's current position, or a possible future University position,

B. The degree must be from an accredited institution of higher education.

If the vice president decides to grant an equity increase based on the attainment of the advanced degree, an employee's base salary will be increased by \$1,000 for attainment of a Master's Degree and \$1,500 for attainment of a PhD, Law Degree, or equivalent,

- IV. Completion of an advanced degree, which is a requirement for the employee's present position, will not be considered for a increase under the provisions of this policy.

The determination of the relevance of the degree to University employment will be determined after the employee completes the degree requirements.

RESPONSIBILITY

Employee: The employee should discuss with his/her supervisor the course of study being pursued so the employee will gain an understanding of whether that may be considered relevant to the employee's current or possible future university position. The employee must make arrangements for an official transcript to be sent to the University's Human Resource Office upon completion of an advanced degree.

Supervisor: Determine relevancy of the completed course of study. Process a Personnel Action Form (PAF) and send to the divisional Vice President's office for signature, if approved.

Refer Questions To: Human Resources