

Educational and Certification Increase Schedule

An employee who earns a degree or certification after being employed by the Board of County Commissioners may receive an increase when employees complete studies through a college institution or other agency that provides education or certification. The college institution or accreditation agency must be accredited by an accrediting agency or state approval agency recognized by the U.S. Secretary of Education. The education or certification must be related to the employee's employment with the Board of County Commissioners. Life Experience and Honorary Degrees are excluded from this provision. Only the highest level degree earned will be compensated. Only one Associate, Bachelor, Master or Doctorate degree will be compensated.

<u>Degree</u>	<u>Abbreviation</u>	<u>Increase</u>
Associate	AA, AS	2.5%
*Bachelor	BFA, BA, BS	2.5%
Master Degree	MBA, MPA, MS, MLS	5.0%
Doctorate Degree	PhD	5.0%

* If the Associate degree and Bachelor degree are earned concurrently then 5.0% will be awarded

<u>Certification</u>	<u>Abbreviation</u>	<u>Increase</u>
American Institute of Certified Planners	AICP	2.5%
Animal Control Officer - Advanced		2.5%
Animal Cruelty Investigator (Feline, Canine, Equine, and Livestock)		2.5%
Automotive Service Excellence - Master	ASE	2.5%
Certified Economic Developer	CEcD	2.5%
Certified Emergency Manager	CEM	2.5%
Certified Government Finance Officer	CGFO	2.5%
Certified Professional Public Buyer	CPPB	2.5%
Certified Public Procurement Officer	CPPO	2.5%
Certified Records Analyst	CRA	2.5%
Chief Emergency Medical Service Officer	CEMSO	2.5%
Chief Fire Officer	CFO	2.5%
Executive Fire Officer	EFO	2.5%
Fire Officer	FO	2.5%
Professional Engineer	PE	5.0%
Registered Architect		5.0%
Senior Professional in Human Resources	SPHR	2.5%

Procedure:

To receive the pay increase, the employee will submit proof of their degree/certification award to Employee Services. The pay increase will become effective the first day of the next payroll period after filing of the proof. Employee Services will process the request for increase. Failure to maintain licenses or certifications will result in loss of the respective salary increase.