



**UAR NUMBER:** 319.04

**TITLE:** Salary Increase Upon Being Awarded an Advanced or New Degree

**ORIGINATOR(S):**

Director of Human Resources

**INITIAL ADOPTION:** 8/17/1995

**REVISION DATE(S):** 10/17/2001; 07/09/18; 04/08/19

**AUDIENCE: (SELECT ALL THAT APPLY)**

FACULTY

STAFF

STUDENTS

VENDORS

OTHER (SPECIFY):

**PURPOSE:**

This regulation is designed to implement the provisions of PG-41 by awarding base salary increases or bonuses for faculty, librarians and staff receiving advanced or new degrees.

**SCOPE:**

Morehead State University faculty, librarians and staff.

**DESCRIPTION (INCLUDE DEFINITIONS):**

Advanced Degree: The next level of educational degree.

New Degree: An initial degree, e.g. an associate degree or bachelor's degree, or a second degree, e.g., a second master's degree.

**GUIDELINES:**

Faculty: To recognize educational achievements, faculty will receive a \$1,000 base salary increase upon earning a new (initial) doctoral degree. The increase is not retroactive unless specified in the employment contract.

Faculty receiving a new (second) degree in their discipline, i.e., a second master's or doctoral degree, etc., will receive a non-recurring bonus accordingly: \$1,000 for a doctoral degree and \$500 for a master's degree.

Staff and Librarians: To recognize educational achievements, staff receiving an advanced degree beyond the minimum educational requirements for the position they occupy, or when receiving a new (initial) degree greater than the minimum educational requirements for the position they occupy, will receive a base salary increase accordingly: \$1,000 for a doctoral degree; \$800 for a specialist degree or terminal professional certification, e.g., CPA; \$500 for a master's degree; \$400 for a bachelor's degree; and \$300 for an associate degree. The salary increase is not retroactive.

The recurring hourly rate increases for non-exempt staff will be based on the position's annual base work hours.

Staff and librarians who receive second degrees, or initial advanced degrees equal to the minimum educational requirement for the position they hold, will receive a non-recurring bonus accordingly: \$1,000 for a doctoral degree; \$800 for a specialist degree or terminal professional certification, e.g., CPA; \$500 for a master's degree; \$400 for a bachelor's degree; \$300 for an associate degree; and \$200 for a high school diploma or GED.

Other: A faculty member, librarian or staff member may receive more than one base salary adjustment if the new degree is an advanced degree. A faculty member, librarian or staff member may also receive more than one bonus for second degrees.

Administrative Procedure: All increases shall be accomplished by a Personnel Action Request (PAR) initiated by the faculty, librarian or staff member's supervisor following receipt of the new degree or professional terminal certification. The PAR is to be accompanied by the official transcript or certification document. The effective date of the salary adjustment or bonus shall be the next available payroll following receipt of the PAR and official transcript in Human Resources. A request must be received within one year after earning the degree or terminal professional certification. Any request received thereafter will not be eligible for a salary increase.

**APPROVED BY:**

VICE PRESIDENT: \_\_\_\_\_ DATE: 4-8-19

APPROPRIATE INSTITUTIONAL REVIEW: \_\_\_\_\_ DATE: April 8, 2019

PRESIDENT: \_\_\_\_\_ DATE: 4-8-19