

The University of Mississippi

Professional Development for Staff Employees

Summary/Purpose: Guidelines are given for awarding salary increases to permanent staff employees who have received either an applicable certificate, license, or degree.

The University encourages the professional development of permanent staff employees. In an attempt to reward employees for such efforts, salary increases may be granted for the receipt of applicable certificates, licenses, and degrees. The amount of the increase varies in accordance with the amount of time and effort required and the relationship to the employee's position. Part-time employees will receive increases on a pro-rata basis.

Degrees not required to be job related:

GED	\$500
Associate's Degree	\$500
Bachelor's Degree	\$800

Degrees that must be job related:

Eligible Certifications/Licenses	\$350 (maximum of 2)
Bachelor's Degree	\$1,000
Certified Public Accountant	\$1,250
Professional Geologist Registration	\$1,250
Registered Professional Engineer	\$1,250
Registered Professional Architect	\$1,250
Master's Degree	\$1,500
Doctoral Degree	\$2,000

Salary increases granted under this policy are effective the pay period following receipt of the degree. Exceptions apply to requests received within the Department of Human Resources more than 6 months after receipt of the degree or certification. Salary increases for such requests will be effective the pay period following the date in which the Department of Human Resources receives the request. To avoid delays in effecting the increase, department heads should submit the appropriate forms and supporting documentation in a timely manner. Increases are subject to the availability of departmental funds.

No salary increase will be granted for receipt of a degree if the employee already has a similar degree (bachelor's, master's, etc.).

Increases awarded at the documented rates are available for any certification, license, and degree earned and conferred on or after November 1, 2008. Professional developments awarded prior to November 1 are granted at the previous amounts.

Since heads of department are expected to remain current in their respective areas of responsibility, they will normally be ineligible for the certification provisions of this policy.