



Professional Development Compensation Plan for Classified Staff

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

Coastal Carolina University (CCU) encourages the professional development of classified staff employees. CCU recognizes the value of education for its' employees and has made a substantial investment in programs supporting professional development. The learning outcomes not only enhance the employees' contributions to CCU, but also provide employees with skills and knowledge that they can carry with them throughout their professional lives. CCU's broad commitment for professional development is demonstrated through the University's tuition waiver program (undergraduate and graduate), the graduate tuition reimbursement program for advanced degrees (master's and doctoral levels), through training opportunities sponsored by the Office of Training, Development and Service Excellence, support for certifications and licensure, participation in conferences and other educational programming activities. In addition to funding educational growth activities in whole or in part, CCU may also reimburse employees for taking professional certification or licensure exams (one time only per certification/licensure, if relevant to employee's role).

In an attempt to recognize employees for their professional pursuits, salary increases/bonuses may be granted for the receipt of applicable certificates, licenses, and degrees. The amount of the increase/bonus varies in accordance with the amount of time and effort required and the relationship to the employee's position.

Employees should complete a probationary period before being eligible. Increases/bonuses are only awarded to employees with a satisfactory performance reviews. Increases/bonuses are only awarded the first time the specific certification, licensure and/or degree are obtained.

An employee who wishes to seek advanced education, training, certification, etc. should discuss the options and benefits with his/her supervisor(s) prior to making a commitment.

- **Certifications**

- Certifications are earned from a professional society, university, a certification body, or from a private certifier, for some specific certifications. Some certifications must be renewed periodically, or may be valid for a specific period of time. Some certifications require continuing education in some form in order

to renew/retain the certification status. Many certification programs are created, sponsored, or affiliated with professional associations, trade organizations, or private vendors interested in raising standards. The certification must be directly related to job responsibilities.

- Members of President's Council and all executive level positions (VP, Associate VP or Assistant VP, or equivalent) are ineligible for the certification provisions of these guidelines.

- **Educational Certificate (PROCESS AS A BONUS)** - not to exceed two per fiscal year

1. **Field Education Certification** – Certification by an educational institution. Typically, the certification is offered by a technical college and requires 10-20 credit/contact hours.

Examples: Commercial Refrigeration & Air Conditioning Certificate, Certified Cisco Networking Associate, Service Plumbing Technologies

- If an exam is required to practice with certificate: \$500

2. **Advanced Field Education Certification** - Certification by an educational institution. Typically, the certification is offered by a technical college and requires 21-40 credit/contact hours.

Examples: Computer Aided Design-CAD Certificate, Network Certificate, Basic Business, Cybersecurity, Emergency Medical Technology, Paralegal Specialist, Advanced Welding Technologies

- If an exam is required to practice with certificate: \$750

- **Professional Certification (PROCESS AS A BONUS)** - not to exceed one every three fiscal years

Professional certification is usually earned from a professional society or third-party institute which impartially endorses an individual's professional knowledge and experience. Some programs categorize an individual's body of knowledge based on degree/scope of knowledge, tenure in the profession and/or areas of specialization. Such certifications require advanced study and an examination by a society or third-party institute.

1. **General Professional Certification** – A professional certification that requires comprehensive study and an examination by an accredited body in the field. This is usually the first level in a program that offers multiple certification levels. Content may be operationally focused.

Examples: HRCI - Professional in Human Resources (PHR), SHRM Certified Professional (SHRM-CP), Certified Compliance and Ethics Professional (CCEP)

- After successfully passing examination: \$500

2. **Advanced Professional Certification** – An advanced professional certification that requires comprehensive study and an examination by an accredited body in the field. This is usually the higher level credential for a field that offers multiple certification levels. At this level, the body of knowledge, competency level and application of skills exceeds the general professional certification. Examples: HRCI – Senior Professional in Human Resources (SPHR), SHRM Certified Professional (SHRM-SCP)

- After successfully passing examination: \$1000

3. **Specialty Professional Certification** – A specialty professional certification is focused on an area that is outside of the traditional core discipline body of knowledge in the field. A specialized professional certification requires comprehensive study and an examination by an accredited body in the field.

Examples: HRCI – Global Professional in Human Resources (GPHR), Certified Compliance and Ethics Professional-International (CCEP-I)

- After successfully passing examination: \$1500

- **Professional Licensures**

- **Professional Licensure (PROCESS AS A BASE PAY INCREASE)**

- In certain occupational areas, a government agency can legally mandate an individual to maintain a valid license in order to perform a task or job. Professional licenses are usually issued by state agencies. Licensure typically requires an extensive course of study and often requires examinations that are in multiple phases or span several days. Some licenses require field/practical experience for a specified time period under the direction of a licensed professional in that particular field. The license must be directly related to job responsibilities.

Examples: Certified Public Accountant (CPA), Registered Professional Engineer (PE), Registered Professional Architect (RPA)

- After successfully passing examination: Position is reviewed for relevant job skills with the professional license.

- **Degree Programs**

- Degree Programs (**PROCESS AS A BASE PAY INCREASE**)

1. **Associate's Degree** – A two-year degree which is offered by an educational institution. Degree usually requires the completion of 60 - 75 credit/contact hours. Some fields may require additional coursework to progress within the industry.
Examples: Turfgrass Science, Administrative Office Technology, Accounting
2. **Bachelor's Degree** – A four-year which is offered by an educational institution. Degree usually requires the completion of 120-150 credit/contact hours. Some fields may require additional coursework to progress within the industry.
3. **Master's Degree** – A master's degree is a second-cycle academic degree awarded by universities upon completion of a course of study demonstrating a mastery or high-order overview of a specific field of study or area of professional practice. A master's degree normally requires previous study at bachelor's level, either as a separate degree or as part of an integrated course. Within the area studied, master's graduates are expected to possess advanced knowledge of a specialized body of theoretical and applied topics; high order skills in analysis, critical evaluation, or professional application; and the ability to solve complex problems and think rigorously and independently.
4. **Education Specialist** – The Education Specialist, also referred to as Educational Specialist or Specialist in Education (Ed.S.), is an advanced degree that is designed for individuals who wish to develop advanced knowledge and theory beyond the master's degree level, but may not wish to pursue a degree at the doctoral level.
5. **Doctoral Degree** – A doctoral degree is an academic degree awarded by universities that typically qualifies the individual to teach at the university level in the degree's field, or to work in a specific profession. There are a variety of doctoral degrees, with the most common being the PhD, which is awarded in many different fields, ranging from the humanities to the scientific disciplines. There are also other types of doctorates, such as the Doctor of Musical Arts (D.M.A.) and the Doctor of Education (Ed.D.).

After completion of degree program, the positions should be reviewed for relevant job skills and related salary.

No salary increase will be granted for receipt of a degree if the employee already has a similar degree (bachelor's, master's, etc.). The degree must be higher than the current degree the employee holds. Staff positions shall be limited to one degree level above the minimum educational qualifications for their position (i.e. minimum educational requirement is an Associate's degree; highest qualifying degree would be a Bachelor's degree).

Any exceptions to this Plan and associated guidelines must be approved by the President or designee. Professional Development Compensation Plan for Classified Staff is not a contract and funding will be based on availability and continuing administrative approval. This Plan and associated guidelines may change at any time, for any reason, at the sole discretion of Coastal Carolina University.