

## PG REVIEW COVER SHEET

It is the originator's responsibility to provide a printed or electronic copy of this cover sheet and policy draft(s) to the Office of Human Resources (Howell McDowell 301). For questions about the review process, please contact the following: Caroline Atkins or Rosslyn Davis.

**Document tracking:** Office of Human Resources, [humanresources@moreheadstate.edu](mailto:humanresources@moreheadstate.edu), 3-2097

ORIGINATOR INFORMATION	
Today's Date:	March 24, 2023
Contact Person:	Caroline Atkins/Rosslyn Davis
Contact Information (email, phone):	3-2097, <a href="mailto:humanresources@moreheadstate.edu">humanresources@moreheadstate.edu</a>
PG Title/Number:	UAR-319-04 Salary Increase Upon Being Awarded an Advanced Degree
Rationale for Review:	Eliminating time limit on the award for new degrees, with PG-41

E.g., Is the proposed policy new or a revision?; What is prompting new/revised policy?

### PG REVIEW ROUTING

Reviewers, please see attached policy for your review and signature below.

Representation (if applicable)	Review Comments/Recommendations	Signature/Date
Office of Human Resources	Approved	Caroline Atkins 3/24/2023
Budgets	Approved	Jessica Cooper 4/2/23
Vice President's Review/Discussion		May 24. Turner
Staff Congress		
Faculty Senate		
SGA		
General Counsel		
President		

### INTERNAL NOTES

1. Not all reviewer categories may be required for any particular PG. The "Policy Review and Revision Process" document (housed in Human Resources) provides guidance on appropriate reviews.
2. Policy review does not have to follow the precise order listed above.
3. Representative signature does not necessarily imply approval, but rather review. Review comments or recommendations may guide the final wording or enactment of the policy. Based on review comments/recommendations, policy revisions may recirculate for additional review.
4. In consultation with the Provost, the President will review and may approve the final policy revision or may send back to the originator with additional questions. If approved at the Presidential level, the President then recommends the policy to the Board of Regents for approval. After final approval, an electronic copy is stored in the OHR M drive (including cover sheet); copy sent to the Camden-Carroll Library for archival purposes; copy sent to COMA for website revision.

Final 03/24/23



**UAR NUMBER:** 319.04

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

**ORIGINATOR(S):** Director of Human Resources

**INITIAL ADOPTION:** 05/23/1995

**REVISION DATE(S):** 3/07/1997; 9/10/2010; 04/25/2018; 1/12/2022, 7/1/2023

**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.

**PROCEDURE REFERENCE FOR:**

~~Personnel Policy PG-41 Salary Increase Upon Being Awarded an Advanced Degree~~  
Personnel Policy PG-41 Salary Considerations Upon Being Awarded an Advanced or New Degree

**Commented [RMD1]:** Added for reference to PG

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**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: It is the sole responsibility of the employee to be aware of this employee benefit and to request the advanced degree increase through their supervisory channels. 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. This procedure applies to all employees who earned a degree from July 1, 2022 forward, and is not retroactive. Degrees earned before July 1, 2022, that have not already been reported and approved under the previous policy are not eligible for the pay increase.

**Commented [CLA2]:** Suggested revision by Staff Congress.

**APPROVED BY:**

VICE PRESIDENT: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROPRIATE INSTITUTIONAL REVIEW: \_\_\_\_\_ DATE: \_\_\_\_\_

PRESIDENT: \_\_\_\_\_ DATE: \_\_\_\_\_



**UAR NUMBER:** 319.04

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

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Personnel Policy PG-41 Salary Considerations Upon Being Awarded an Advanced or New Degree

**SCOPE:**

Morehead State University faculty, librarians and staff.

## **DESCRIPTION (INCLUDE DEFINITIONS):**

**Advanced Degree:** The next level of educational degree.

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## **GUIDELINES:**

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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.

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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.

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APPROPRIATE INSTITUTIONAL REVIEW: \_\_\_\_\_ DATE: \_\_\_\_\_

PRESIDENT: \_\_\_\_\_ DATE: \_\_\_\_\_

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