

**AIKEN TECHNICAL COLLEGE
PROCEDURE**

Procedure Title:	CLASSIFIED EMPLOYMENT COMPENSATION	Procedure Number:	6-2-102.3 ATC
Institutional Authority:	Vice President of Administrative Services		
Associated SBTCE Policy/Procedure:	8-2-110; 8-110.1; 8-110.2		
Governing ATC Policy:	6-2-102		

Approved:  President  Vice President of Administrative Services

Date Adopted: 08/02/2010
Date Revised:

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.

I. ADDITIONAL SKILLS/KNOWLEDGE

- A. Additional Skills/Knowledge Increase for Additional Degrees: Employees that receive written approval prior to completing nine semester credit hours to pursue the attainment of an additional degree may be eligible to receive an increase, in accordance with the schedule below. Written approval includes completion of the Obtainment of Degree or Certification Approval form and submitting the form to the Human Resources Office. The additional skills and/or knowledge must relate directly to factors such as their specific job functions, enhance job proficiency, and contribute to the overall mission of the College and/or the SBTCE System.

Additional technical skills to keep up with current technology or knowledge required to maintain current job responsibilities are not to be considered in this plan.

A clear description of the specific skills and/or knowledge being recognized should accompany approval documentation, as well as a detailed explanation of the way in which the additional skills and/or knowledge are applicable to the factors referenced above.

- B. Additional Skills/Knowledge Increase for National Professional Certifications:
 Employees that receive written approval prior to pursuing the attainment of national professional certification that includes a written certification exam, may be eligible to receive an increase, in accordance with the schedule below. Written approval includes completion of the Obtainment of Degree or Certification Approval form and submitting the form to the Human Resources Office. The additional skills and/or knowledge must relate directly to factors such as their specific job functions, enhance job proficiency, and contribute to the overall mission of the College and/or the SBTCE System.

Additional technical skills to keep up with current technology or knowledge required to maintain current job responsibilities are not to be considered in this plan.

A clear description of the specific skills and/or knowledge being recognized should accompany approval documentation, as well as a detailed explanation of the way in which the additional skills and/or knowledge are applicable to the factors reference above.

***ADDITIONAL SKILLS/KNOWLEDGE INCREASE SCHEDULE**

ASSOCIATE'S DEGREE	\$500
BACHELOR'S DEGREE	\$1,000
MASTER'S DEGREE	\$1,500
DOCTORAL DEGREE	\$2,000
PROFESSIONAL CERTIFICATIONS	\$200 - \$500

The amount of the increase cannot exceed 15% of the employee's annualized salary. Exceptional pay increases in excess of 15% must be submitted to the SBTCE for review and evaluation prior to submission to OHR for consideration.