



434 POLICY – Employee Degree Attainment Incentive

434.1 Statement of Policy

Redlands Community College aims to encourage and reward the pursuit and completion of higher education among full-time employees. The policy and procedure provides a framework for granting financial incentives to employees who attain academic degrees during their tenure at the institution. Eligibility requirements and specific incentives are published in the Procedures section of the Policies and Procedures Manual.

Adopted July 2024



434 PROCEDURE – Employee Degree Attainment Incentive

434.1:1 Statement of Procedure

Full-time employees (non-grant) of Redlands Community College are eligible for a one-time stipend upon successful completion of an accredited degree program and a subsequent increase in the following fiscal year's annual contract. The stipend and increase in contract pay can be obtained for each degree completed.

Full-time employees employed by a Redlands Community College grant program may be eligible to receive the stipend pay upon providing sufficient budget and appropriate approval from grant program officer. The subsequent increase, if approved, will begin in the next grant fiscal year.

This policy does not apply retroactively to degrees earned prior to employment at Redlands Community College or prior to the effective date of policy.

434.1:2 Eligibility

- A. The full-time employee must have completed the probationary period of employment as defined by Policy and Procedure 401 before becoming eligible.
- B. Degrees must be obtained from an accredited institution recognized by the U.S. Department of Education.

434.1:3 Degree Attainment Incentives

- A. Associate's Degree: Employees who attain an Associate's degree will receive a one-time stipend of \$500 and an annual contract pay increase of \$500 during the following fiscal year. This will be reflected on the new payroll contract the following year.
- B. Bachelor's Degree: Employees who earn a Bachelor's degree will receive a one-time stipend of \$750 and an annual contract pay increase of \$750 during the following fiscal year. This will be reflected on the new payroll contract the following year.
- C. Master's Degree: Employees who earn a Master's degree will receive a one-time stipend of \$1,000 and an annual contract pay increase of \$1,000 during the following fiscal year. This will be reflected on the new payroll contract the following year.
- D. Doctorate: Employees who earn a Doctorate will receive a one-time stipend of \$1,500 and an annual contract pay increase of \$1,500 during the following fiscal year. This will be reflected on the new payroll contract the following year.



434.1:4 Documentation Needed

Employees must submit a copy of their diploma and official transcript to the Human Resources office to verify degree completion. Upon verification, the stipend will be awarded in the pay period immediately following the submission of the required documents.

The pay increase will be applied in the subsequent annual contract following the award of the stipend.

The Human Resources office reserves the right to request additional documentation to verify the authenticity of the degree claimed.

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