

6.12 Educational Incentive Program

A regular monthly employee covered by this Handbook shall be granted a one-step increase on the first of the month which is immediately following the satisfactory completion and verification of twelve (12) semester units of credit from an accredited institution. Proof of satisfactory completion shall be provided by the eligible employee and forwarded to the office of Human Resources.

Credit may be allowed for a repeated course provided at least five (5) years have elapsed between the completion dates of the two (2) courses. Courses are not considered duplicate courses if they are taken at different schools under different faculty even though the course titles may be similar, or as part of a thesis or dissertation research program of study. Repeated course numbers and titles at the same school that are not part of a thesis or dissertation are not considered repeated if the course content identified within the course description differs between semesters and is submitted through the Human Resources Compensation Department for approval prior to enrollment.