EDUCATIONAL ASSISTANCE (FEE WAIVER)

Effective Date: 05/01/2016

SECTION 300

Procedure 330

**Job Related Advance Degree**

When a UT Martin regular employee earns an advanced degree which compliments his/her job responsibilities, a salary increase may be appropriate if approved in accordance with the following eligibility requirements:

1. An advanced degree salary increase proposal must be approved in writing by the appropriate member of the Chancellor’s cabinet. It is the **responsibility of the employee** to initiate the proposal. **The approval must be obtained before the employee begins the advanced degree.**

2. The advanced degree must compliment the employee’s current job responsibilities and have the support of all administrative levels up to the appropriate member of the Chancellor’s Cabinet.

3. The employee’s job performance rating must be satisfactory at the time that the plan is approved and when the degree is completed.

4. The department head should provide a copy of the approved proposal to the Office of Human Resources.

5. A salary increase of up to $1,000 annually may be awarded for a master’s degree. The effective date of the change in salary is the first (1st) day of the pay period after the employee provides his or her department head with official documentation of completion of the degree requirements. The department should provide a copy of the verification of completion to the Office of Human Resources prior to entering the transaction to change the employee’s salary.

**Newly hired employees who have started advanced degrees prior to employment:**

1. Statements regarding a salary increase must be included in the new employee’s appointment letter.

2. The department head is responsible for asking the new employee about advanced degrees in progress.

3. The department head should convey this information when submitting the selected candidate for salary review. (Will be done through Perfect Forms which will provide necessary approvals.)