




# National University of Health Sciences General Policies

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President 	Date	<b>07-02-19</b>		

## POLICY STATEMENT

A full time employee who earns a new credential by successfully completing an educational program may have an increment added to the employee's annual base salary. As the University is not always made aware of changes in employees education or diplomat status, it is the full time employee's responsibility to inform his/her immediate supervisor in writing of the new credential. Additionally the full time employee must request in writing the added increment to the annual base salary.

### Procedures

- A. The President, or his/her designee, shall determine the value to the University of the new credential. New credentials that are earned that are deemed to not add value to the University shall not be eligible for a salary increment.
- B. The awarding of a salary increment is subject to the availability of funds.
- C. Employees receiving financial assistance from NUHS for continuing education programs per the Employee Education Assistance policy are not eligible for a salary increment.
- D. The President, or his/her designee, reserves the right to alter this policy at any time without prior notice.

Salary increment for new credentials deemed to be of value to the University shall be according to the following:

<u>Degree/Program</u>	<u>Amount</u>
Associate Degree	-----
Certificate	\$ 500.00
Baccalaureate Degree	\$1,000.00
Master's Degree	\$2,000.00

Doctorate	\$3,000.00
Diplomat	\$3,000.00

Persons obtaining two or more new credentials of the same type or same level shall receive an increment for only the first new credential received.

The University will not pay exam fees for certification, diplomat, licensure, etc.

The University will consider written requests to provide cash advances for exam fees according to the following:

- A. Written requests are to be submitted through the immediate supervisor.
- B. The final decision shall be made by the President or his/her designee.
- C. The advance will be an obligation against the expected salary increment.
- D. When approved, the University will pay the fee directly to the appropriate examining board and not to the employee.
- E. Requestors must sign a non-interest bearing note and complete an authorization to withhold funds from their payroll check in the amount of the exam fee.
  1. The authorization to withhold will be implemented in one of three ways:
    - a. If the requestor is unsuccessful in passing the exam, the authorization to withhold will be implemented upon the requestor receiving the non-passing notification.
    - b. If the requestor is successful in passing the exam, the authorization to withhold will be implemented as a salary reduction simultaneously with the salary increment to be received.
    - c. If there is no notification to the University by the requestor within three (3) months following the date of the exam, the authorization to withhold will be implemented immediately.
  2. The requestor has the option of direct reimbursement to the University for the exam fee.
    - a. If this option is exercised, the authorization to withhold will be returned to the requestor.
    - b. This option is available to the requestor at any time prior to implementation of the authorization to withhold.