

Title: Academic Degree Stipend

Initial Action: 3/27/13
Board Agenda: 13-023,18-041
Last Revised:
Policy: 3/27/13
Procedure: 3/27/13
Last Reviewed: 10/27/2021
Changes Effective: 11/11/2021

Next Review: 11/11/2024
Responsibility: Human Resources

Policy:

Cecil College promotes professional development for all employees. As part of that commitment, the College encourages employees to enhance their skills, abilities and continued education. Full-time employees who earn an associate's degree, bachelor's degree, master's degree, or doctoral degree from an accredited institution may be recognized with an academic stipend subject to the availability of funds. The degree does not have to be an educational requirement for their current position. At least 50% of the instruction for the qualifying degree must be completed after initial employment as a full-time employee with the College.

Procedure:

- A. Eligible employees seeking academic degree stipends must complete STEP 1 on the Cecil College Academic Stipend Award form at the beginning of their final semester in the academic program in which the employee is enrolled. The employee must present the form to the division vice president for approval and send to Human Resources for completion. An award of an academic degree stipend is subject to the availability of funds.
- B. Upon receipt of confirmation of the degree earned from the awarding institution, the employee should complete STEP 2 of the award form and forward the form and an official transcript and diploma to Human Resources.
- C. Human Resources will complete STEP 3 of the award form and forward to payroll for processing.
- D. An employee may only receive one academic degree stipend at each level. The stipend(s) for each earned degree(s) will be paid as a one-time stipend (not a part of base salary) at the following rates:
 - 1. \$500 for the associates degree
 - 2. \$600 for the bachelor's degree
 - 3. \$700 for the master's degree
 - 4. \$800 for the doctoral degree

- E. Payments will be made through a supplemental contract and executed within two payroll cycles of submission. The employee will have an option to receive a lump sum payment or spread the stipend over two, four and six payrolls. Employees would have the option to complete a new W4 for the affected payroll/payrolls if they choose to adjust their withholdings.
- F. The President will send academic stipend recipients a letter, with a copy to the employee's personnel file, congratulating the employee for his/her degree attainment.

CECIL COLLEGE ACADEMIC STIPEND AWARD

Cecil College acknowledges employees for their commitment to professional development and the continuation of their education. This benefit provides the opportunity for full-time faculty and staff to be awarded a one-time stipend upon the completion of a higher education degree from an accredited United States institution according to the terms and conditions of the Academic Stipend Award policy.

COMPLETE THIS SECTION AT THE BEGINNING OF YOUR FINAL SEMESTER OF STUDIES

STEP 1: Award Declaration (To be completed by employee)

PLEASE PRINT:

Last First MI Employee ID Date

I am currently enrolled/attending _____ and am in my final semester of
Name of College/University

Studies. I am earning a _____ degree in _____ which will be completed
on or Degree Type Major
about _____.
Date

My signature below acknowledges my understanding of the Cecil College Academic Stipend Award. I understand that I must provide official transcripts and a copy of the diploma to the College's Human Resources department in order to receive an Academic Stipend Award. Receipt of the Academic Stipend Award is contingent upon Human Resources receipt of official transcripts and verification of the degree.

Employee Signature _____ Date

Step 2: Completion/Award of Degree (To be completed by the employee)

I have completed the required coursework for the above degree awarded on _____. Official transcripts were ordered and are being forwarded directly to Human Resources. I wish to be paid as follows: () lump sum () over 2 pay periods () over 4 pay periods () over 6 pay periods.

Employee Signature _____ Date

SUBMIT THE COMPLETED FORM TO HUMAN RESOURCES

Step 3: Award (To be completed by Human Resources)

Employee is eligible for a stipend in the amount of: \$_____.00. To be paid in the 2nd payroll in July from Acct. #: _____

Vice President Approval

Date

Human Resources

Date