

SCIOTO COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

POLICY 3.05.16 REPORTING ADDITIONAL EDUCATION

Notwithstanding any provision of the Rules for Registration and Certification Policy, some positions, by law, rule or best practices, require a level of higher education. In instances where temporary certification or other interim measures are permissible, a candidate may accept a position with the understanding that the additional education will be completed within a set timeframe. Upon successful completion of the education and, if applicable, receipt of the longer-term credential, the employee may request an adjustment in salary.

- A. In order for an employee to receive a higher rate of pay for achieving an additional level of education, the following must be true:
 - 1. The employee's position description, preferably on the date of hire, but no later than the education's completion, stipulates that a higher level of education is needed to retain the position and/or attain the required certification;
 - 2. The degree or additional course work was obtained from a fully accredited institution of higher learning recognized in the State of Ohio or an out-of-state institution with comparable credentials; and
 - 3. All documentation regarding the successful completion of the additional education is satisfactorily submitted to the Human Resources Office within any predetermined timelines.

- B. After the Human Resources Department has verified the authenticity of the evidence, the salary of the employee who presented the evidence of additional education shall have his/her salary adjusted to reflect the additional education at the earliest convenience of the payroll officer, but no later than 30 days from the date the evidence was verified.