Value Statement

The Austin Community College District ("ACC" or "the College") encourages and promotes educational advancement and lifelong learning for all employees. The acquisition of additional educational skills ensures an experienced and skilled workforce.

Administrative Rule

Non-faculty employees who have held a staffing table position for at least twelve (12) consecutive months are eligible for the Educational Incentive Award upon earning an associate’s degree, bachelor’s degree, master’s degree, doctoral degree, or an ACC college credit workforce technical certificate. The degree must be from an accredited institution of higher education. The technical certificate must be directly related to the employee’s position.

Full-time, non-faculty staffing table employees may receive a one-time stipend as follows:

- Technical Certificate $ 500
- Associate’s Degree $ 750
- Bachelor’s Degree $1,200
- Master’s Degree $1,500
- Doctoral Degree $2,000

Part-time, non-faculty staffing table employees are eligible for a pro-rated Educational Incentive Award Stipend. Hourly employees are not eligible for an Educational Incentive Award.

Eligibility

1. The employee must complete all course work towards an associate’s, bachelor's, master’s or doctoral degree and complete all other degree requirements; the official transcript with the degree noted must be sent to the Office of Human Resources directly from an accredited institution.
2. The employee must complete all coursework and hours of instruction required for the ACC college credit workforce technical certificate. The CE certificate program must have been at least 144 hours. The certificate of completion must be sent to the Office of Human Resources directly from the ACC Admissions Office.

3. The employee must submit the application for the Educational Incentive Award to the Office of Human Resources no later than 12-months after receipt of the degree or certificate.

4. The employee must complete the degree or certificate during employment at ACC.

Upon approval by the Office of Human Resources, the Educational Incentive Award will be effective in the subsequent pay period.

An Educational Incentive Award may not be awarded until after twelve consecutive months of employment.

An employee who is on probation is ineligible for the Educational Incentive Award until he or she has been removed from probationary status.