



Staff Additional Education Pay Equity Program

In July 2024 the Alamo Colleges District Board of Trustees approved the Additional Education Pay Equity Program for staff.

This program, recommended in collaboration with the ACD Executive Staff Senate, provides an annual opportunity for an equity pay review to eligible staff who have achieved additional education as outlined below. If the review of an additional, newly achieved, degree produces a higher wage/salary rate, the employee will be awarded a pay increase to that level.

This program provides ongoing recognition of staff education attainment and is similar to the recognition already provided to faculty. This program also serves to ensure ongoing ACD internal pay equity by recognizing additional degrees achieved after the initial equity pay reviews that were conducted across ACD by Job Family during the period September 2021 through September 2023.

Eligibility

Who is Eligible for Review

Full-time and part-time classified and professional staff who attained their first Associates, Bachelors, Masters or Doctoral degree after their initial Equity Pay Review was completed. Practically speaking, this means staff who attained their first degree (first Associates, Bachelors, Masters or Doctoral degree) after September 2021 and after their pay equity review are eligible.

Who is not Eligible for Review

Administrators and faculty are not eligible. Any classified or professional staff holding positions that are paid at a flat rate (such as skilled trade, J-scale positions) are not eligible. Staff who have already received credit in an earlier equity pay review for their first degree are not eligible (first Associates, Bachelors, Masters or Doctoral degree).

Application Deadlines and Process

2024 APPLICATIONS

- The online application portal will be open in ACES Employee Self-Service to submit applications from October 30, 2024 through November 8, 2024.
- **In ACES, select “Employee,” “Web Services,” “Employee” and then the “Education Transcript Update” link.**
- Eligible staff who have attained a new degree may submit their application and transcripts in the portal.
- A transcript will be required and must be submitted via the portal. The transcript may be submitted after the application is made, but all applications must be submitted by November 8, 2024 and all supporting transcripts must be added in the portal by November 25, 2024.
- Late applications will not be accepted but may be submitted the following year for consideration when the portal reopens.
- **All resulting pay adjustments will be effective January 1, 2025.**

2025 AND FUTURE YEAR APPLICATIONS

- An annual application calendar will be followed in 2025 and future years.
- Applications will be accepted each Spring via the ACES portal with an application deadline in May.
- Any resulting pay changes in FY25 or future years will be effective September 1.

Communications

- Employees who may be eligible will receive an email with this information
- Communication about the program and applications should be submitted to **dst-offerequity@alamo.edu**

Awards

- Only 1 degree at each level may be compensated (AA, BA, MA, PhD).
- Evaluation of applications, transcripts and equity pay reviews will be completed after November 11 and staff will be notified by email of the results of the review by January 10, 2025.
- Award amounts will be calculated using the standard ACD equity pay formula to assure internal consistency and equity of pay.
- **All resulting pay adjustments will be effective January 1, 2025.**