EDUCATIONAL INCENTIVE WORKFLOW

HUMAN RESOURCES

1. CHOOSE A COURSE

Review the course catalog and decide which course to take

2. SUBMIT APPLICATION

Complete Educational Incentive application and submit to supervisor for approval

3. APPROVALS

Approvals from direct supervisor, VP, and Human Resources Director are obtained

4. ENROLL

Enroll in your approved course

5. COMPLETE COURSE

Complete your course

6. REPEAT STEPS 1 - 5

Repeat steps 1 - 5 until 12 units of approved coursework are completed

7. SUBMIT REQUEST FOR SALARY ADVANCEMENT

Once 12 units of approved coursework are completed, submit the Salary Advancement form to HR Specialist

8. SALARY INCREASE

Salary increase is granted 30 -45 days after request is received

SWC
SOUTHWESTERN COLLEGE

HUMAN RESOURCES
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