Article XII.C.4

4. Advancement on the salary schedule will be effective on the first day of the semester (including summer session) following the completion of all degree requirements (if based upon attainment of a degree) or the completion of the course work (if based upon units earned beyond the degree).

   a. For salary advancement under a Ph.D. or equivalent, the employee may submit an official letter from the accredited institution certifying that all degree requirements have been completed. This letter must be submitted directly to Human Resources.

   b. If an official letter from the accrediting institution is received and verified by Human Resources certifying that all degree requirements have been met, the employee will begin receiving credit toward salary advancement in accordance with Article XII.C.4 above. However, no official payments toward salary advancement will be paid to the employee unless or until official transcripts are submitted to Human Resources which verify that the degree has been conferred. Pay will be retroactively applied to the first day of the semester (including summer) following the completion of all degree requirements or following the submission of official transcripts (whichever shall apply).

5. It is the employee's responsibility to submit transcripts verifying advanced work. No change in salary placement will be made unless official verification of work completed is presented to the Office of Human Resources, within eight (8) weeks of the beginning of the semester or summer session.

[Signatures]

Anthony Hayes, LBCC-CCA Neg. Chair

Dr. Lynn Shaw, LBCC-CCA Neg. Team

Rodney Rodriguez, Ph.D., LBCC-CCA Neg. Team

Robin Devitt, LBCC-CCA