



Policy Title Life Long Learning Recognition	Original Adoption Date 7/1/2005	Policy Number HR-304
Responsible College Division/Department Human Resources	Responsible College Manager Title Chief Human Resources Officer	
Policy Statement		
<p>Lakeshore Technical College recognizes monetarily, certain educational achievements.</p> <p>A. Eligibility: Life Long Learning payment is applicable to all managers, support staff and faculty based on the following:</p> <ul style="list-style-type: none"> • Employed with the college for a minimum of two years. • Work schedule must be a minimum of 1200 annual hours. <p>B. Applicable Payment: Payment upon attainment of the following degree is as follows:</p> <ul style="list-style-type: none"> • Associate degree \$250.00 • Bachelor’s degree \$500.00 • Master’s degree \$1,000.00 • Doctorate \$1,500.00 <p>C. Notice: Employee or employee’s manager will notify Human Resources with graduation date. Official transcripts need to be on file in the Human Resources Department before payment is made.</p> <p>D. Life Long Learning Payment: Applicable payment amount will be based on the degree received. Note for Faculty: The payment will be also added to the faculty salary base pay for the following fiscal year.</p> <p>Other: The Life Long Learning payment is based on the employee’s continued employment at the College for a minimum of two years. If an employee terminates within two years of degree attainment, the employee will reimburse the College the stipend amount. The exception to this are for LTC retirees and those staff required by LTC to complete the degree.</p>		
Reason for Policy		
LTC recognizes employees for degree attainment.		
Historical Data, Cross References and Legal Review		
<p>Created/Adopted: 7/01/05 Reviewed/Revised: 7/01/10; 1/22/13, 2/19/14; 7/1/14; 7/1/17</p>		
<p>Legal Counsel Review and Approval: Board Policy: III.B. People Treatment</p>		
Definitions		