

**BENCO
Personnel Manual**

DEGREE'S

Direct Support Professionals (DSP), Assistant Program Coordinators, Program Coordinators, Landscape, and Front Desk Assistants will follow this guide for determining starting wage.

All percentage increases for a degree are based on the employee's starting wage for their position.

Upon hire if the employee has an associate, bachelor, or master's degree the employee will qualify for a one-time three percent wage increase for an associate degree or a one-time six percent increase for a bachelor or master's degree. The employee's highest degree will be used to determine the percentage of the wage increase. The one-time increase cannot cause the employees wage to go over the cap for the position that the employee is currently in. The employee must provide Benco with a copy of their degree upon hire.

If an employee does not have a degree when they are first hired with Benco and the employee obtains a degree while employed the employee will qualify for a one-time three percent wage increase for an associate degree or a one-time six percent increase for a bachelor or master's degree. The one-time increase cannot cause the employees wage to go over the cap for the position the employee is currently in.

If an employee already has an associate degree when hired and obtains a bachelor's degree while employed the employee will receive a one-time three percent wage increase to total an overall increase of six percent. No further wage increases will be given for any additional degrees obtained. The one-time increase cannot cause the employees wage to go over the cap for the position that the employee is currently in.

The employee must provide Benco with a copy of their degree in order to get the wage increase.

Benco will give retro pay for the wage increase to the date the degree was awarded or three months prior to the date Benco received a copy of the degree, whichever is most recent.

Approved By: Julie Hansen
Julie Hansen, Benco Board President

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