

Guiding Principles in recognition of the value to instruction, programs/departments, the institutions, and the Community College system.

1. At time of hire, current¹ **Certifications***, including those that are required/mandatory, are determined and contribute to an adjustment to the base salary². For unit members employed prior to the implementation date of this part of the Classification System, "current **Certifications**" would be determined as of July 1, 1998 or their date of hire, whichever is later.
2. **Certifications** must be relevant to the duties associated with the job/position in which the individual is employed.
3. Each year on the designated date (e.g. on October 15), a unit member's base classification score is adjusted for current **Certifications**. (NOTE: **Certifications** that are NOT current as of the designated date will not be factored into the classification score.)
4. Different **Certifications** have different point values.
5. **Certifications** must be earned/awarded by a widely recognized government entity or organization (e.g. training institute, corporation, professional society), however, multiple versions of the same **Certifications** do not receive additional points.
6. **Certifications** are accomplishments based on passing a widely recognized, valid test. (Accomplishments not based on a test are considered Professional Development.)
7. Additional points are not accrued for a credential (category 2) that is also a license (category 1) for which points have been awarded.
8. Maximum **Certifications** points per category:
 - a. For Category 1 = twice the number of points assigned to the highest license. (e.g. if the highest license is assigned 16 points, then the maximum that a unit member could accrue in Category 1 would be 32 points.)
 - b. For Categories 2, 3, and 4 combined = the number of points assigned to the highest license. (e.g. if the highest license is assigned 16 points, then the maximum that a unit member could accrue in Categories 2 + 3 + 4 would be 16 points.)
9. Maximum **Certifications** points per person for all categories combined = 2.5 times the number of points assigned to the highest license. (e.g. if the highest license is assigned 16 points, then the maximum that a unit member could accrue in all categories combined would be 40 points.)

¹"Current" means up-to-date, unexpired, in good standing.

²Base salary is that which is determined from the basic elements of the Classification system.

* The term "**Certifications**" means any licenses (category 1), credentials (category 2), certificates (category 3), or other awards (category 4) determined to be part of the Massachusetts Community College Compensation Structure in the category "**Certifications**."