The Salary Compensation Process

1. Verify your MAT eligible status with your HR unit before continuing.
   No salary compensation paperwork will be accepted without the HR eligibility check.

2. Verify from the lists of certificates that the certificates you have earned combine for the minimum 400 points.
   If you have additional points over the 400 needed – keep track of your “extra points” and you may use them on a future salary compensation application.

2. Verify there are no duplications of exams or certificates in the 400 points.
   An exam or certificate may be counted one time only.

3. Complete the application information using the current Compensation Request from the MAT website.
   If there is not enough space for all exams or certificates use a second application or additional pages.

4. Obtain the required signature from your President, Provost or Vice-Chancellor.
   If your College President is unavailable for signature due to travel, sabbatical, etc., please use your acting College President.

5. Assemble your application set to include the application, copies of all certificates and/or copies of all exam results, and any other supporting documentation. A transcript may be accepted in lieu of certificates.
   **TWO sets are needed.** 1 with original signatures and a copy for the MAT Certification records.

6. Send or deliver both sets to the MAT CC Chair.
   No FAX will be accepted as we need the original signatures.

7. Upon receipt the MAT CC Chair signs the original application and forwards the original application to District HR for processing.
   If you wish to hand deliver for the MAT Chair signature you may contact Trisha Brazda for a time and place to meet. You may also hand deliver the signed forms to Rebeca Espinosa Moreno in District HR.

8. Employee Relations will re-verify the employee’s eligibility and status. You are allowed two compensations (only) and you must be a regular MAT employee. Please review the eligibility information carefully and check with HR to verify.
   **Please Note:**
   Newly adopted SkillCenter employees will continue with their longstanding process of submitting certification points/education completion & salary compensations to their HR office on campus.
   **SouthWest Skill Center:** Liz Martinez: elizabeth.martinez@estrellamountain.edu | 623-935-8228.
   **Maricopa Skill Center:** John Naughton: naughton@gatewaycc.edu | 602-238-4309

9. If the MAT employee qualifies, Employee Relations sends a PAR (Personnel Action Request) form to Payroll for processing.
   Compensation for certifications will be effective in the payroll period following confirmation of the award(s) and employee eligibility.

Contact the **MAT Compensation for Certification Chair, Trisha Brazda:** trisha.brazda@mesacc.edu if you have any questions.
Committee members: Randall Stapley, Kim Olson, & John Austin. The Committee meets as needed to provide timely consideration and response to each applicant.