

EMPLOYEE EDUCATIONAL INCENTIVES PROGRAM

To be entitled to an incentive, the Employee shall follow the procedure listed below, as well as, the certification; license; or degree must not be a requirement of the job. *This policy is not applicable to Civil Service covered positions, which have their own education incentive programs.*

All incentives must be requested in writing to the employee's Division Head.

Certification: 10 days before the first day of the certification program

Degree: 10 days before the first day of the beginning of the degree program.

For employees that are currently enrolled in college, you have thirty (30) days from the effective date of this policy to submit a request. The request will be granted or denied by your Division Head, in conjunction with the Human Resources Director.

All requests shall include the following:

- Employee Name;
- Copy of Job Description;
- Current Department;
- Name of certification or degree program;
- Copy of the curriculum; and
- Statement, discussing how the certification or degree will enhance job knowledge and performance

The request will be granted or denied by the Division Head, in conjunction with the Human Resources Director.

The Employee shall receive a decision on whether the certification is eligible to receive an incentive within five (5) business days of the date of the request.

Annual Continuing Education Training is excluded from the Employee Educational Incentives Policy.

CERTIFICATIONS:

1. Employees that receive a certification that is a requirement of the Employee's current position, shall not receive an incentive, as the certification is a part of the Employee's job description/requirement.

2. Employees who receive certifications that enhance his/her job knowledge and performance of their job duties and/or responsibilities, shall receive an additional \$0.25 per hour. Employees may receive a maximum of four incentives, in a singular position, for the life of that position.

3. Employees who obtain a license that enhances his/her job knowledge and performance of their job duties and/or responsibilities within his/her department, shall receive an additional \$0.55 per hour. Employees may receive a maximum of two incentives, in a singular position, for the life of that position.

COLLEGE DEGREES:

1. Employees that receive a college degree that is a requirement of the Employee's current position, shall not receive an incentive, as the college degree is a part of the Employees job description/requirement.

2. Employees who obtain an Associate Degree that enhances his/her job knowledge and performance, shall receive an additional \$0.72 per hour.

3. Employees who obtain a Bachelors of Arts or Science Degree that enhances his/her job knowledge and performance of the employee in his/her area, shall receive an additional \$1.15 per hour.

4. Employees who obtain a Masters of Arts or Science Degree that enhances his/her job knowledge and performance of the employee in his/her area, shall receive an additional \$1.44 per hour.

5. Employees who obtain a Doctorate Degree that enhances his/her job knowledge and performance of the employee in any area, shall: 1) make a request to the Human Resources Department to be placed on the Board's Agenda and 2) appear in executive session to discuss his/her request directly to the Board of Mayor and Alderman to discuss his/her request in an Executive Session. The employee shall be placed on an agenda, within thirty (30) days of his/her request. The incentive shall be *up to* \$3.25.

This policy supersedes the Employees Educational Incentive Program approved on October 3, 2016.

Effective the _____ day of _____ 2018

Mayor George Flaggs

Alderman Michael A. Mayfield

Alderman Alex J. Monsour