

# Education Incentive Pay Policy

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Effective Date: Adopted 12/15, Revised 09/17

**§-I. PURPOSE** To provide a means to encourage and reward those employees who attain a college education and enhance professional development, as well as attract qualified and professional applicants.

**§-II. SCOPE** Effective January 1, 2016, Educational Incentive Pay will be available to eligible employees of the Department of Public Safety and the Sheriff's Office as outlined below. Once an employee's eligibility has been confirmed, disbursements are made on a quarterly basis provided they remain employed through the last day of the month the disbursements are calculated. The incentive will be added to the last check of April, July, October, and January.

The Educational Incentive Pay will not be subject to retirement or pension plan contributions by the employee. The Educational Incentive Pay will not be considered as additional income and/or count towards the employee's retirement or pension plan and will not be included in calculating an employee's pay rate for overtime compensation. Incentive Pay is subject to all applicable federal, state and local taxes.

## **§-III. GUIDELINES**

### **A. Eligible Employees**

1. 911 Emergency Communications: POST Certified Personnel
2. DPS: Sworn Personnel
3. Fire & Emergency Services: Sworn Personnel, Deputy Fire Marshall, Fire Protection Engineer, EMS Training Coordinator
4. Police Department: Sworn Personnel
5. Sheriff's Office: Sworn Personnel, Detention Officer, Certified Senior Crime Scene Technicians
6. Animal Services: ACO I, ACO II, ACTI, ACO Supervisor, ACO Manager, ACO Specialist,
7. Crime Scene Technician, Senior, Certified Crime Scene Technicians
8. Emergency Management Agency: EMA Director, EMA Specialist, and EMA Volunteer Coordinator positions with Georgia Emergency Management Certification

### **B. Educational Benefit**

1. Associates \$1,000 per year (\$250 per quarter)
2. Bachelor's \$2,000 per year (\$500 per quarter)
3. Master's \$3,000 per year (\$750 per quarter)

### **C. Eligibility Requirements**

1. The employee must provide a "SEALED OFFICIAL TRANSCRIPT" to the Department of Public Safety or Sheriff's Office for verification of a degree. All transcripts will be forwarded to Human Resources and maintained in the employee's permanent personnel file.
2. Employees must have received their degree from a regionally or nationally accredited school. The school must be accredited through an institutional accrediting agency as recognized by the U.S. Secretary of Education.
3. Employees receiving a degree after January 1, 2016 will receive the Education Pay Incentive for the first full quarter following graduation, provided they present the necessary documentation within 30 days of the end of the quarter.