

Education Incentive Rules

Effective 1 July 2007, Police Directive 3.2 “Educational Pay Increment Plan” and any Fire Department policies or any other Police Department or Fire Department documents governing education incentive compensation will become void. These two departments’ policies will be replaced by, and superseded by, the rules defined in this document and a subsequent City Personnel Policy governing “Special Pay Programs” at a future date.

These rules are effective 1 July 2007.

In order to accommodate changes to the two existing programs and to provide an equitable opportunity for current firefighters and police officers to receive education incentive compensation, two different education incentive compensation plans will be established: Plan A provides a salary increase (education incentive compensation incorporated into base pay); Plan B provides a one-time, lump-sum payment (education incentive compensation not incorporated into base pay). Plan A has a sunset date and will terminate with no “grandfathering”. At that time, the education incentive program will consist of what is described in this document as Plan B, subject to any future modifications.

The dates and timeframes specified in this document are subject to change based on the number of police officers and firefighters currently enrolled in degree programs.

Eligibility criteria have been developed and are detailed below. These eligibility criteria are effective 1 July 2007.

General Rules

1. Education incentive compensation is available to benefit-eligible police officers and firefighters only.
2. All current benefit-eligible police officers and firefighters (regardless of rank or classification except as limited in these rules) who have not yet received education incentive compensation for their respective degrees are eligible for education incentive compensation under Plan A or Plan B until the plans terminate.
3. Employees who complete both an Associate’s and a Bachelor’s degree and request education incentive compensation under Plan A or Plan B may receive the full amount of the education incentive compensation with the following proviso: that the first degree for which education incentive compensation is received will be paid at the full amount prescribed under Plan A or Plan B (whichever applies) and the second degree will be paid at one-half of the amount prescribed under Plan A or Plan B (whichever applies) at the time an appropriately completed request for education incentive compensation is received by the Human Resources Department.

For example, an employee compensated for an Associate’s degree under Plan A would receive a 5.0% salary increase. If the employee subsequently earns a Bachelor’s degree, he would receive one half of the amount of the education incentive compensation under Plan A or Plan B, whichever applies at the time the education incentive compensation is awarded.

4. Human Resources will place the name of each employee eligible for education incentive compensation under Plan A on a published "eligibility list".
5. Only those employees who are on the Plan A eligibility list are eligible for compensation as an addition to (incorporated into) base pay. All other employees who complete degree requirements may request education incentive compensation under Plan B rules only.
6. Plan A has a termination or "sunset" date of 31 December 2009.
7. All employees who request education incentive compensation under Plan A must complete all degree requirements and provide all necessary documentation in the format prescribed under Plan A prior to the sunset date in order to receive education incentive compensation under Plan A.
8. All employees who request education incentive compensation after the Plan A sunset date has passed may request education incentive compensation under Plan B only.
9. Plan A recipients may receive a total cumulative career maximum salary increase of not more than 10% (ten percent), including salary increases for the first Associate's degree and the first Bachelor's degree.
10. Plan B recipients may receive a total cumulative career maximum incentive of not more than \$5,000, including one-time lump-sum payments of \$2,500 for the first Associate's degree and \$5,000 for the first Bachelor's degree.
11. Only those employees below the rank of Police Captain and Assistant Fire Chief are eligible for education incentive compensation. Upon the termination of Plan A, all employees appointed to positions requiring a college degree as a condition of appointment are not eligible for education incentive compensation.
12. The education incentive is a benefit and not an entitlement. As part of the City's total compensation program, this benefit program is reviewed periodically and is subject to change at any time at the sole discretion of the City of Greensboro.

Plan A

Plan A provides a five percent (5.0%) salary increase for employees who earn an Associate's degree and ten percent (10%) for those who earn a Bachelor's degree. In order to receive education incentive compensation under this plan, firefighters and police officers must:

- A. successfully complete the respective Fire or Police academy training and complete a total of six (6) months' employment as a police officer prior to 31 August 2005 or as a firefighter prior to 31 December 2006;
- B. be actively enrolled in an Associate's or Bachelor's degree program at an educational institution accredited by one of the US Department of Education's recognized regional accreditation agencies;
- C. complete all degree requirements no later than 31 December 2009;

- D. provide an official copy of the employee's transcript showing the date the degree was awarded to the Human Resources Department in the appropriate format not later than 90 days from the date the degree was awarded.

Firefighters and police officers who do not meet all the eligibility criteria outlined in A through D (above) for Plan A are not eligible for education incentive compensation under Plan A.

Once all Plan A criteria have been met, the Human Resources Department will process the appropriate salary increase in the next (forthcoming) payroll period.

Plan B

Plan B provides a \$2,500 lump-sum award for employees who earn an Associate's degree and \$5,000 for those who earn a Bachelor's degree. In order to receive education incentive compensation under this plan, firefighters and police officers must:

- A. Successfully complete the respective Fire or Police academy training and complete a total of six (6) months' employment as a police officer on or after 1 September 2005 or as a firefighter on or after 31 December 2006;
- B. be actively enrolled in an Associate's or Bachelor's degree program at an educational institution accredited by one of the US Department of Education's recognized regional accreditation agencies;
- C. provide the name of the degree-granting institution, level of the degree, major field of study, and anticipated graduation date to the Human Resources Department in the appropriate format;
- D. complete all degree requirements no later than the anticipated graduation date indicated in item C (above);
- E. provide an official copy of the employee's transcript showing the date the degree was awarded to the Human Resources Department in the appropriate format not later than 90 days from the date the degree was awarded.

Firefighters and police officers who do not meet all the eligibility criteria outlined in A through E (above) for Plan B are not eligible for education incentive compensation under Plan B.

Once all Plan B criteria have been met, the Human Resources Department will process the appropriate salary increase in the next (forthcoming) payroll period.

See the attached tables for additional clarification.

Which plan applies?

	Hire Date	Complete 6 Months Service as PO/FF	Complete Degree	Plan
Police Officer	before 3/1/05	on or before 8/31/05	before 12/31/09	A
Police Officer	before 3/1/05	on or before 8/31/05	on/after 12/31/09	B
Police Officer	on/after 3/1/05	on or after 9/1/05	as indicated	B
Firefighter	before 7/1/06	on or before 12/31/06	before 12/31/09	A
Firefighter	before 7/1/06	on or before 12/31/06	on/after 12/31/09	B
Firefighter	on/after 7/1/06	on or after 1/1/07	as indicated	B

SPECIAL NOTE FOR POLICE OFFICERS HIRED BEFORE 3/1/2005

Police officers who have already received education incentive compensation (a lump-sum amount as detailed in Plan B) will follow Plan A rules. If the officer would have received a greater benefit under Plan A rules, the employee's salary will be increased in consideration of the amount of compensation already received. Individual employees so affected will be contacted individually with specific details of any appropriate salary changes. No compensation will be deducted from employees' pay; no employee's salary will be reduced.

How much will I receive?

PLAN A

<u>Degree Type</u>	<u>Incentive Amount</u>
Associate's	5% base pay add-on
Bachelor's	10% base pay add-on

PLAN B

<u>Degree Type</u>	<u>Incentive Amount</u>
Associate's	\$2,500 lump-sum payment
Bachelor's	\$5,000 lump-sum payment

I don't have a college degree.

If I complete a degree	Plan A	Plan B
	<u>Incentive Amount</u>	<u>Incentive Amount</u>
Associate's Degree	5% base pay add-on	\$2,500 lump-sum payment
Bachelor's Degree	10% base pay add-on	\$5,000 lump-sum payment

I have an Associate's Degree.

If I complete a degree	Plan A	Plan B
	<u>Incentive Amount</u>	<u>Incentive Amount</u>
Another Associate's Degree	Not Eligible	Not Eligible
Bachelor's Degree	5% base pay add-on	\$2,500 lump-sum payment

I have a Bachelor's Degree.

If I complete any other degree	Plan A	Plan B
	<u>Incentive Amount</u>	<u>Incentive Amount</u>
Any Other Degree	Not Eligible	Not Eligible