



CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

EFFECTIVE DATE: 04/01/87

SECTION 617	SUBJECT EDUCATIONAL INCENTIVE PAY
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POLICY STATEMENT

It is the policy of the City of Newport News to provide educational incentive pay to all sworn Police and Fire employees for completion of the Associate's Degree or the Bachelor's Degree in Police Science or Fire Science or equivalent, respectively. Payment of the educational incentive pay is made on a semi-monthly pay period basis.

The following educational incentive payments are granted:

- \$1,000 per year (\$41.67 per semi-monthly pay period) for completion of the Bachelor's Degree in Police Science, Fire Science or equivalent.
- \$600 per year (\$25.00 per semi-monthly pay period) for completion of the Associate's Degree in Police Science, Fire Science or equivalent.

The educational incentive pay eligibility will begin the first pay period following the award of the degree. If all degree requirements have been met but the degree has not yet been awarded, the employee may be eligible upon submission of a statement of degree satisfaction from the college.

COMPENSATION POLICIES

1. Educational incentive payments are considered wages and are incorporated into the employee's hourly rate for the computation of overtime (Reference Section 608, Pay Computation Policies and Procedures). The hourly equivalent of the annual educational incentive is determined by dividing the annual incentive payment by the annual number of regularly scheduled work hours.
2. Incentive payments are considered as gross wages for purposes of retirement fund contributions, Federal and State withholding, FICA taxes and other withholdings and contributions based on gross wages paid.
3. Incentive payments are not included in base salary for the computation of general adjustments, merit increases, promotional increases, insurance eligibility or any compensation or benefits based on base salary.
4. When an employee is on any type of leave without pay for a full pay period, educational incentive pay is not awarded for that pay period.

AMENDS/SUPERSEDES SECTION 617, 04/15/86	REFERENCES Sec. 2-103, City Code	APPROVAL
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SECTION 617	SUBJECT HOLIDAY COMPENSATION AND HOLIDAY DIFFERENTIAL PAY
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5. An employee on Workers' Compensation leave will continue to receive the educational incentive pay while the employee is on full pay status. Educational incentive pay is not awarded after the employee is removed from full pay status.
6. When an employee terminates, educational incentive pay will be awarded through the last pay period in which the employee works.

PARTIAL INCENTIVE PAYMENTS

Employees of the Police Department who currently receive partial educational incentive pay for completing designated numbers of credit hours less than those required for an Associate's Degree in Police Science or equivalent will continue to receive the annual payment authorized as of June 30, 1983 until July 1, 1988. No payments for additional credit hours earned after June 30, 1983 will be awarded until the employee attains the Associate's Degree or equivalent. Partial payments will be eliminated as of July 1, 1988.

Partial incentive payments are based upon the aggregate number of credits which were earned prior to June 30, 1983.

Partial payments are paid as follows:

- a. 64 quarter hours or the semester equivalent, \$300 per year (\$12.50 per semi-monthly pay period).
- b. 32 quarter hours or the semester equivalent, \$200 per year (\$8.33 per semi-monthly pay period).

PROCEDURES

To effect placement on Educational Incentive pay, the employee's department will submit to the Personnel Department, a Status Change Notice indicating under the "remarks" section the amount of the incentive pay. The department head or designated representative will also attach a statement certifying that the employee has met all requirements for the degree, the institution awarding the degree and the date the degree was awarded or the date all degree requirements were met.

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