



# EDUCATION INCENTIVE/FIRE

**PM-18-07**

Section: 18-00, Compensation

---

---

## PURPOSE AND SCOPE

Employees covered by the IAFF Memorandum of Understanding and uniformed management personnel designated by the Director of the Fire Services Division, who are employed in the Fire Services Division, City of Memphis Government, will receive education incentive pay for specified levels of college.

## POLICY

Full time, non-probationary employees shall receive education incentive pay, in addition to base salary, in accordance with the following schedule:

### Educational Level Achieved

1 year of college (25 hours)	1%
2 years of college (55 hours) or Associate Degree	2 ½ %
3 years of college (85 hours)	5%
4 years of college (degree)	7 ½ %

To be eligible for education incentive pay, employees must complete the appropriate education within fifteen (15) years of the first day of employment, provided that for employees hired prior to July 1, 1984, this fifteen (15) year period shall commence July 1, 1984.

In all cases, it is the responsibility of the eligible employee, upon satisfactory completion of the initial probationary period, to present to the Human Resources Section of the Fire Services Division the appropriate documentation that will support the payment of education incentive pay. Upon presentation of such documents, the Human Resources Section of the Fire Services Division will calculate the amount due and submit that amount on a Change Authorization form to the Compensation Section of the Human Resources Division for review and approval by the Human Resources Director or designee.