



EDUCATION INCENTIVE/POLICE

PM-18-08

Section: 18-00, Compensation

PURPOSE AND SCOPE

Employees in all commissioned ranks of the Police Services Division, City of Memphis Government, will receive incentive pay for specified levels of college.

POLICY

Educational incentive pay will be granted to employees based on the following percentages of their current base salary. Application to all ranks:

1 year college	1% (hired prior to 2-yr. College entry level requirement)
2 years college	2 ½% (hired prior to 2-yr. College entry level requirement)
3 years college	5%
4 years college	7½%

Incentive pay will not be granted to any employee during the employee's probationary period. This refers to the original employment probationary period and not to probationary periods in promotional ranks. Employees will become eligible for incentive pay upon completion of the appropriate probationary period and upon the attainment of the proper level of college credit. College credit will be measured in semester hours and degrees received from accredited schools. Original transcripts will be obtained by the employee and submitted to proper authority in order to receive this incentive.

Only employees hired prior to the requirement of two years of college training as a condition of employment will be eligible for the additional education incentive pay of one percent (1%) after one (1) year of college and two and one-half percent (2½%) after two (2) years of college.

In all cases, it is the responsibility of the eligible employees, upon satisfactory completion of the initial probationary period, to present to the Personnel Section, Police Services Division, appropriate documentation to support the payment of education incentive pay. Upon presentation of such documents, the Personnel Section, Police Services Division, will calculate the amount due and submit that amount on a Change Authorization form to the Compensation Section, Division



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of Human Resources, for review and approval by the Director of Human Resources or designee.