



ADMINISTRATIVE ORDER No. 1-2012

TO: Departments Employing Individuals in the Classified Service

FROM: City Manager

RE: Educational Attainment Pay Differential

EFFECTIVE: Date of Signature

As of the date of signature indicated below, existing employees who meet the following qualifications may be eligible for an Educational Attainment Pay Differential.

1. Degree directly related to work or career advancement within the City/Department
2. Added to base pay but does not allow for salary progression beyond the pay range maximum.
3. Proof of degree required – Official transcripts indicating the date the degree was awarded.
4. City Manager will authorize educational attainment pay differentials on a case by case basis.
5. Degree must be from a North Central Accredited (or equivalent accrediting body) college or university.
6. Regardless of the department the award will be made at the beginning of the next full 28 day pay cycle, not at the next pay day.
7. Eligible employees –
 - a. Sworn non-exempt Fire Department Personnel
 - b. Sworn non-exempt Police Department Personnel

Educational attainment pay is available after the following:

- **Fire Department Personnel**
 - After one year of service provided the appropriate certifications have been earned; Fire Fighter I and EMT Basic. Award will be delayed until the designated certifications have been achieved.
- **Police Department Personnel**
 - After the completion of the FTO Program.

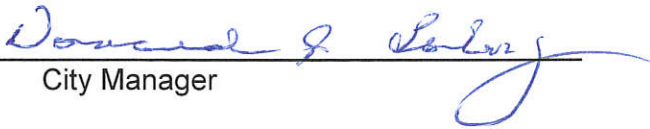
Educational attainment pay increments are available and established in the following increments:

	Associates Degree	Associates Degree+ Bachelors Degree	Bachelors Degree only
Without City Assistance	\$1000	\$1000	\$2000
With City Assistance	\$500	\$500	\$1000

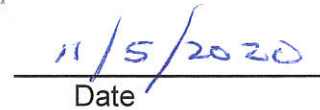
Increments shall be prorated and added to the biweekly/ annual base pay within the above listed guidelines. The increment will not be backed out of base pay for the purpose of calculating merit pay adjustments or other adjustments which impact the width of the pay grade.

Educational Attainment pay shall be cumulative. Example 1: If an eligible employee earns a Bachelor's degree while in City service, without assistance from the City, the Educational Attainment Pay awarded would be an additional \$1000 to the yearly base pay, if the employee began employment with an Associate's Degree and was awarded educational attainment pay for the degree.

Promotional –Educational attainment pay may be awarded *after the successful completion of the appropriate promotional Introductory Period and if the degree is not an educational requirement of the new position.* Subsequent educational attainment may be awarded dependent upon the use of City assistance and applicability of the degree to City employment. *Any previous educational attainment pay will be backed out of base pay when establishing the change of base pay due to the promotion. Awarding of educational attainment pay post promotion will be made according to the table above.*



City Manager



Date