

## ADMINISTRATIVE ORDER No. 1-2007

**TO:** Departments Employing Individuals in the Classified Service

**FROM:** Joseph D. Kiolbasa, City Manager

**RE:** Educational Attainment Pay Differential

**EFFECTIVE:** Date of Signature

As of the above indicated date new and existing employees who meet the following qualifications may be eligible for an Educational Attainment Pay Differential.

**Criteria:**

- Hold an Associates Degree in a field of study related to their job duties.
- Degree must be from a North Central Accredited (or equivalent accrediting body) college or university.
- Pay Differential: Added to base pay upon date of hire – If directly related to job duties \$1,000, all others \$500.00.
- Submittal of Official transcripts clearly delineating the degree earned.
- City Manager will authorize educational attainment pay differentials on a case by case basis.

Bachelors degrees may be awarded an additional \$1,000 cumulative with the Associates degree differential pay if above criteria are met, and if a degree requirement is not a part of the requirement to hold the position.

Overtime exempt employees shall be excluded from this Educational Attainment Pay Differential practice.

The City Manager reserves the right to discontinue this practice without prior notice. As with other practices of this nature, program continuation is subject to budgetary considerations and the ability of the City to fund the program.

  
\_\_\_\_\_  
City Manager

1/10/07  
\_\_\_\_\_  
Date