MOBILE COUNTY PERSONNEL BOARD

EDUCATIONAL INCENTIVE PAY REQUEST INFORMATION

Educational Incentive Pay is available, upon request and with proper documentation, for employees specified in the Personnel Board approved policies listed below:

Policy 163: All full-time, permanent City of Saraland employees

Policy 164: All full-time, permanent City of Chickasaw employees

Policy 165: All full-time, permanent City of Citronelle employees

Policy 166: All uniformed Firefighters, Firemedics, Paramedics, Cadets, and all sworn Law Enforcement Officers and Cadets from entry level through the entire rank structure

Policy 167: All uniformed Corrections Officers and Inmate Work Supervisors from entry level through the rank structure

Policy 169: All full-time, permanent City of Satsuma employees

Policy 171: All full-time, permanent City of Creola employees

Policy 175: Strickland Youth Center - Juvenile Detention Officers, Juvenile Detention Coordinators, and Juvenile Detention Supervisors

General Guidelines

Educational Incentive Pay is granted in 5% increments as follows:

    5% - associate degree (or equivalency)
    5% - bachelor's degree
    5% - master's degree

An employee may not receive more than a total of a 10% increase for a bachelor's degree, or more than a total of a 15% increase for a master's degree.

A recognized college or university with an accredited program is accredited by a regional accrediting body or by Distance Education Accrediting Commission (DEAC).   For information regarding transcripts, see the ***College Transcript Information for Educational Incentive Pay*** on the *Documents to Download* page.

Documentation required from an accredited college or university

An official transcript should be submitted to the Mobile County Personnel Department (address below) for review of the Educational Incentive Pay request.

Completion of the Educational Incentive Pay Request Form

✓ This is a fillable form – type the information into the fields, print the completed form, and sign and date it, or print the blank form and complete by hand.
✓ Fill in your full name, your full mailing address, and a phone number at which you can be reached during the day.
✓ Fill in the date you were hired into your current job, your current job title, and the full description of your agency/employer.
✓ Check YES if you have notified your agency of your request for incentive pay; otherwise, check NO.
✓ Find the correct degree level for which you are requesting incentive pay, and fill in the type of degree.
✓ Please do not write in the "MCPB USE ONLY" area of the form.
✓ Review the information, print the form if you have not done so, sign and date the form, attach all required documentation, and send to the Personnel Director, Adam Bourne, by mail or hand delivery:

        ▪ Mail: P.O. Box 66794, Mobile, AL 36660-1794
        ▪ Street Address: 1809 Government Street, Mobile, AL 36606

MOBILE COUNTY PERSONNEL BOARD

EDUCATIONAL INCENTIVE PAY REQUEST FORM

Employee Name: _____

Address: _____

_____

Daytime Phone Number: _____

Date of Hire: _____

Job Classification: _____

Employer: _____

Have you notified your employer of this request?   YES   NO

Please complete the appropriate request statement below:

I have completed an **<u>associate degree</u>** ** in _____ .
I have attached an **official** transcript(s) from an accredited** college or university and would like to receive the 5% Educational Incentive for which I believe I am eligible.
* or equivalency

I have completed a **<u>bachelor's degree</u>** in _____ .
I have attached an **official** transcript(s) from an accredited** college or university and would like to receive the 10% Educational Incentive for which I believe I am eligible.

I have completed a **<u>master's degree</u>** in _____ .
I have attached an **official** transcript(s) from an accredited** college or university and would like to receive the 15% Educational Incentive for which I believe I am eligible.

_____
Employee Signature   Date

**Note: Be sure to view the *College Transcript Information for Educational Incentive Pay* document on the *Documents to Download* page.

MCPB USE ONLY: