



Education Incentive Pay Policy

Effective Date: December 2015
BOC Amended: 9/2017; 8/2020; 06/2023

Owner	Board of Commissioners (BOC)
Reviewer(s)	Director of Public Safety, Sheriff, Chief Deputy Sheriff
Approver(s)	Board of Commissioners (BOC)
Related Policies	Personnel Payroll, Compensation
Related Standards	N/A
Storage Location	iCobb
Last Review Date	June 2023
Next Review Date	June 2025
Review Cycle	Every 2 years

1. PURPOSE

To assist in the recruitment and retention of employees working in specifically identified public safety positions by providing incentive pay to employees who attain higher education degrees.

2. SCOPE

Educational Incentive Pay will be available to eligible full-time employees of the Department of Public Safety and the Sheriff's Office as outlined below. Once an employee's eligibility has been confirmed, disbursements are made on a quarterly basis provided they remain employed through the last day of the month the disbursements are calculated. The incentive will be added to the last check of April, July, October, and January.

The Educational Incentive Pay will not be subject to retirement or pension plan contributions by the employee. The Educational Incentive Pay will not be considered as additional income and/or count towards the employee's retirement or pension plan and will not be included in calculating an employee's pay rate for overtime compensation. Incentive Pay is subject to all applicable federal, state and local taxes.

3. GOVERNING LAWS, REGULATIONS & STANDARDS

Not applicable.

4. POLICY

A. Eligibility – Eligible full-time employees working in the positions identified below who received an applicable degree.

- 911 Emergency Communications:** All positions requiring POST certification.
- DPS:** All sworn positions requiring POST certification
- Fire & Emergency Services:** All sworn positions, Deputy Fire Marshall, Fire Protection Engineer, and EMS Training Coordinator and Safety Village Director positions
- Police Department:** All sworn positions requiring POST Certification, Certified Senior Crime Scene Technicians, Certified Crime Scene Technicians



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5. **Sheriff's Office:** All sworn positions requiring POST certification, Detention Officers, Certified Senior Crime Scene Technicians, and Certified Crime Scene Technicians
6. **Animal Services:** ACO I, ACO II, ACTI, ACO Supervisor, ACO Manager, and ACO Specialist positions
7. **Emergency Management Agency:** EMA Director, EMA Deputy Director, EMA Specialist, and EMA Volunteer Coordinator positions with Georgia Emergency Management Certification

B. Educational Benefit

1. Associates \$1,000 per year (\$250 per quarter)
2. Bachelor's \$2,000 per year (\$500 per quarter)
3. Master's \$3,000 per year (\$750 per quarter)

Employees may only receive the educational benefit for the highest degree attained.

C. Eligibility Requirements

1. The employee must provide a "SEALED OFFICIAL TRANSCRIPT" to the Department of Public Safety or Sheriff's Office for verification of a degree. All transcripts will be forwarded to Human Resources and maintained in the employee's permanent personnel file.
2. Employees must have received their degree from a regionally or nationally accredited school. The school must be accredited through an institutional accrediting agency as recognized by the U.S. Secretary of Education.

REVISION HISTORY

Version ID	Revision Date	Author	Reason for Revision
	12-2015		Adoption
	09-2017		Revision
	08-2020		Revision
v. 1.0.2020	10-2020	HR	Reformat
v. 1.0.2023	06-2023	Public Safety; Sheriff's Office	Revision