

Educational Incentives

- 1.0 POLICY STATEMENT:** The purpose of the educational incentive program is to prepare employees for future promotional and leadership opportunities within the organization. Employees who completed their degree program prior to the effective date of this policy are not eligible for educational incentive, under this policy. Only full-time non-probationary employees are eligible for this program. The City Manager, Assistant City Manager's, and Department Directors are not eligible for educational incentives.
- 2.0 PROCEDURES:** A fundamental feature of any incentive program is to encourage and reward City Employees pursuit and successful completion of objectives that directly improve their ability to grow in their current responsibilities and increase their skill set for future opportunities.
- An employee completing an accredited campus-based or online educational degree program must submit an educational incentive request form through their immediate supervisor, to the Department Head, and ultimately to the City Manager for approval. Degree's required to meet the employee's current job responsibilities will not be considered under this policy. The Department Head shall determine whether the educational degree is work related and then make a recommendation for approval or denial on the form – submitting the form to the City Manager for final consideration and action. This program is an employee benefit and is a part of the City's total compensation program. The program will be reviewed annually and is subject to change at any time at the sole discretion of the City.
- Educational incentive increase amounts will be established and distributed based on the following factors:
- 2.1.1 Bachelors or Master's Degree completion will be eligible for a \$2,500 bonus incentive.
- 2.2 *Approval or Disapproval of Educational Incentives Recommendations* - Prior to the educational incentive being granted, the City Manager must approve the request. Human Resources will maintain a record of all submitted educational incentive requests and their final disposition.
- 2.3 Employees may receive only one award of \$2,500 during their employment tenure and the request must be submitted within 90 days of completion of the degree program.
- 3.0 RESPONSIBILITY:** The Human Resources Director is responsible for the administration and communication of this policy. The Department Director is responsible for consulting with the City Manager and Human Resources prior to notifying an employee of approval or declination of educational incentive or any other actions described herein.

Policy: HR-121
Effective: November 1, 2018
Revision Number: 0
Page: 2 of 3

APPROVED:

M. Denis Peterson

City Manager

City of Johnson City
Educational Incentive Request Form

Date: ____/____/____ Department: _____

Employee Name: _____

Degree or Certification completion date: ____/____/____

Educational Area of Focus (Major): _____

Educational Degree Completed:

Bachelor's

Master's

(Attach transcript and or degree to the request form)

Supervisor Signature Date

Recommended Not Recommended

Remarks (required for not recommended) _____

Department Director Signature Date

Approved Denied

Remarks (required for denial): _____

City Manager Signature Date
