

		Policy # 202
Subject: Law Enforcement Incentive Pay		
Responsible Department: Personnel Services		
Effective Date: 09/1974		Revision Date: 11/1987
David Devine Director of Personnel Services		Navdeep S. Gill County Executive

1. **Purpose**

To provide guidelines for administering the educational incentive pay plans for eligible law enforcement personnel.

2. **Authority**

Personnel Ordinance Section 2.78.490 and negotiated labor agreements provide the authority for compensating employees for educational achievement.

3. **Scope**

This applies to eligible law enforcement personnel.

4. **Policy**

Employee eligibility for educational incentive pay is based on documentation of educational achievement or completion of a POST certificate. Incentive pay is awarded at different percentage rates (increments) for different levels of educational and training achievements. Separate increments are calculated for an A.A. or A.S degree or third-year standing (sixty semester units or status as a junior); a B.A. or B.S degree; and an intermediate or advanced POST certificate. Incentives are cumulative, but not compounded.

Educational incentive pay plans for represented classes are outlined in labor agreement negotiated with recognized employee organizations representing law enforcement personnel.

Educational incentive plan plans for unrepresented classes are outlined in the Annual Salary Resolution under "Special Pay Allowance".

STANDARDS OF APPLICATION:

Employee Eligibility

Employees in the following representation units and classes are eligible for educational incentive pay:

- Employees working in classes within the Law Enforcement Miscellaneous Unit.
 - Exceptions: Employees in the classes of Park Ranger I and Criminalist I, II, and III are not eligible for any law enforcement educational incentive pay.
- Employees working in classes within the Non-Supervisory Law Enforcement Unit.
 - Exception: Employees in the position of Deputy Sheriff Trainee are not eligible for any law enforcement educational incentive pay.
 - Employees in the class of Identification Technician who possess a Latent Print Examiner Certificate receive incentive pay at a rate set by the current agreement for the Non- Supervisory Law Enforcement Unit. To remain eligible, employees must successfully recertify as required by the International Association for Identification Certification Program. Employees who received this educational incentive are not eligible to receive educational incentive pay for either the intermediate or advanced POST certificates.
- For a list of unrepresented classes authorized to receive law enforcement educational incentive pay, see the Annual Salary Resolution under "Special Pay Allowance."

Documentation of Education Achievement

If employees have completed A.A., A.S., B.A., or B.S. degree, they may be eligible for educational incentive.

- To document eligibility, employee must submit official college transcripts, diplomas or equivalent records to the operating department.

If employees have completed a college curriculum equivalent to an A.A. degree or third-year standing (sixty semester units or status as a junior), they may be eligible for educational incentive at the A.A/A.S.

- To document eligibility, employees must submit official transcript or written verification of their academic standing signed by a registrar, admissions, or evaluations officer of an accredited college. Written verification must indicate whether the employee is eligible for admission to the college as a third-year student.

If employees possess either an intermediate or advanced POST certificate, they may be eligible for incentive pay.

- To document eligibility, employees must have received an intermediate or advanced POST certificate. POST certificates are issued by the State of California Commission on Peace Officers' Standards and Training. The State sends POST certificates to the Sacramento County employee department for each departmental employee who completes POST training. The employing department retains a photocopy in the employee's personnel file to document eligibility for incentive pay and forwards the original to the employee.
- Employees can earn a POST certificate with service and training credits or they can accelerate their eligibility by applying educational achievement to the POST certification requirements.
- A POST certificate may be revoked, if it was awarded because of POST administrative error or an applicant misrepresented eligibility for the certificate. All incentives based on a revoked POST certificate also are revoked, and the overpayment is recovered through routine payroll procedures.

Rates or Incentive Pay

For represented classes, refer to the negotiated labor agreements.

For unrepresented classes, refer to the Annual Salary Resolution under "Special Pay Allowance."

Effective Dates of Incentive Pay: The following criteria apply to both represented and unrepresented employees. No employee may receive any educational incentive pay until the employing department has received a copy of the documentation of eligibility.

- Eligibility based on an A.A. or A.S. degree, third-year standing (sixty semester units or status as a junior), or a B.A or B.S. degree. Employees are eligible to receive incentive pay beginning the first biweekly pay period after submitting evidence of eligibility to their appointing authority.
- Eligibility based on an intermediate or advanced POST certificate. Employees are eligible to receive incentive pay beginning the first biweekly pay period after the employing department receives a copy of the actual POST certificate. An employee must possess the POST certificate and submit it to the employing department. Submitting an application for a POST certificate is insufficient documentation of eligibility for educational incentive pay.

PROCEDURES:

Employee

Submits documents verifying educational achievement and/or service and training credits to the operating department representative designated to evaluate educational achievement. Photocopies are acceptable, however, employing departments may request that employees present original documents. (Refer to Section 4.2: Documentation of Educational Achievement)

- Official college transcripts or equivalent records document eligibility based on A.A., A.S., B.A., or B.S. degrees.
- Official transcripts or written verification of academic standing signed by an officer or an accredited college equivalency.

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- Intermediate or advanced POST certificates document eligibility based on POST service and training credits.
- In addition, Sheriff's Department employees must complete a form supplied by the Training and Reserve Forces Unit, Administrative Division and attach document to the complete form.

Appointing Authority, Operating Department

Designates departmental representatives with authority to evaluate educational documents, determine employee eligibility or law enforcement educational incentive pay, and sign Masterfile changes. Operating department must establish internal procedures for processing requests for law enforcement educational incentive pay.

Operating department Representative Designated to Evaluate Employee Eligibility for Educational Incentive Pay

Evaluates documents supporting employees' requests for educational incentive pay. Approves or denies incentive pay increments based on employee eligibility.

- Resolves any disputes regarding the employee's eligibility by referring employee to an accredited academic institution for evaluation of college equivalency or to POST for evaluation of training points. The accredited academic institutions and POST, as the agencies issuing qualifying documents of educational achievement, are the final authorities in any dispute.

Forwards document supporting employees' request for incentive pay to departmental representative designated to sign Masterfile changes.

Forwards original POST certificates to employees

Payroll Clerk, Operating Department

For employees whose educational incentive pay is approved, forwards Masterfile and supporting documents to the Personnel Actions Section, Department or Personnel Management.

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Retains copies of documents verifying eligibility for educational incentive pay in the employee's departmental personnel file.

Personnel Actions Section, Department of Personnel Management

Process approved educational incentive pay awards according to routine payroll procedures.

Retain copies of documents verifying eligibility for educational incentive pay in the employee's official personnel file.

5. Review Not Applicable