



## MOBILE COUNTY PERSONNEL BOARD

### EDUCATIONAL INCENTIVE PAY REQUEST INFORMATION

**Educational Incentive Pay is available, upon request, for sworn Law Enforcement and uniformed Fire employees meeting requirements and with proper documentation. All full-time employees of the City of Chickasaw and City of Saraland employees who meet requirements are also eligible.**

**The following Personnel Board policies are applicable for the designated employees:**

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

#### **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.

Be sure to read the policies thoroughly before requesting Educational Incentive Pay.

A "recognized" college or university with an "accredited" program or a "recognized college or university with an accreditation" is one which 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 must be submitted to the Mobile County Personnel Department (address below) for review of the Educational Incentive Pay request. Submission of diplomas, grade reports, degree plans, and other documents are not acceptable and will possibly delay the approval of Educational Incentive Pay or lead to denial of the 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 Assistant Director, Dr. Darryl Stark, 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 **associate degree** \* 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 **bachelor's degree** 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 **master's degree** 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 in the Publications section of our [Documents to Download](#) page.

**MCPB USE ONLY:**