

**Education Incentive Pay is available upon request and approval for the following employees:**

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

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

Policy 156: All uniformed Firefighters, Firemedics, Paramedics, Cadets, and all sworn Law Enforcement Officers and Cadets of the City of Mobile

Policy 142: All other uniformed Firefighters, Firemedics, Paramedics, and all sworn Law Enforcement Officers and Cadets

Education 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.

Please read the policies thoroughly before requesting Education Incentive Pay.

Filling out the form

This is a fillable form – you type the information into the fields and print the completed form and sign and date it, or print the blank form and fill it in 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 a copy to the Assistant Director, Dr. Darryl Stark, by mail, fax or hand delivery:

Mail: P.O. Box 66794, Mobile, AL 36660-1794

Fax: 251 470-1708

Street: 1809 Government Street, Mobile, AL 36606



MOBILE COUNTY PERSONNEL BOARD  
EDUCATION 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 my **associate degree**\* in \_\_\_\_\_  
and have attached an **official** transcript(s) and would like to receive the 5% Education Incentive  
for which I believe I am eligible.

**\* or equivalency**

I have completed my **bachelor's degree** in \_\_\_\_\_  
and have attached an **official** transcript(s) and would like to receive the 10% Education  
Incentive for which I believe I am eligible.

I have completed my **master's degree** in \_\_\_\_\_  
and have attached an **official** transcript(s) and would like to receive the 15% Education  
Incentive for which I believe I am eligible.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**MCPB USE ONLY:**