

## **POLICY 505: INCENTIVE PAY**

*ADOPTED: MAY 11, 1994 (REVISED: JUNE 20, 2017)*

### **Policy:**

It is the policy of the County to provide incentive pay to regular employees who on their own time and without County assistance, successfully obtain certifications, licenses or accredited degrees that are directly related to their current job classification.

### **505:1 GENERAL PROVISIONS**

1. Employees may be eligible to receive a one-time lump sum payment in an amount equal to 1% - 5% of their current annual salary depending on such factors as the requirements, complexity and the time normally necessary to complete the requirements.
2. The management of the employee has the responsibility to review the issue of job relatedness with Human Resources prior to enrolling in a program.
3. The Department Director or designee will determine the appropriate percentage and payments, and will review their recommendation with Human Resources prior to discussion with the employee. Such payments are subject to allocated funds being available within the individual department's budget.
4. Employees will be required to reimburse the County for up to 50% of such payments they have received from the County if the employee resigns or is terminated within six months from the time the payment is received.
5. This provision and any decision made is not subject to the grievance procedure set forth in these policies and procedures.
6. In accordance with State statutes, certain departments may pay incentive pay based on educational requirements for some positions. This is for outside classroom training and is separate from the educational reimbursement program.