

Policy Series 400: Compensation
407 - College Incentive Program

RSMo §84.510

Personnel Policy 407-1

I. STATUTORY AUTHORITY

RSMo §84.510 grants the Board of Police Commissioners the authority to effect programs to provide additional compensation for successful completion of academic work at an accredited college or university. However, this compensation shall not:

- A. Exceed 5 percent of the employee's annual base compensation.
- B. Be credited or deductions made for the purpose of retirement benefits.

II. BOARD POLICY

The Board has established a college incentive program for permanent rank **sworn** employees to be awarded as follows:

- A. Associate Degree or a minimum of sixty hours - \$25 per month.
- B. Baccalaureate Degree - \$50 per month.
- C. Master Degree, Specialist Degree, or Doctorate - \$75 per month.

College incentive pay will be subject to normal tax deductions.

III. ADMINISTRATIVE PROCEDURES

- * A. To request college incentive pay, an employee will:
 - 1. Complete the top half of Form 404 P.D., College Incentive Program Participation Request, and submit to the College Coordinator, Benefits Section.
 - 2. Indicate on Form 404 P.D. if an official transcript is contained in the personnel jacket in Personnel Records Section. If not, request the college/university forward an official transcript to the College Coordinator. Only those credit hours which an accredited college/university will include on an official transcript will be eligible for college incentive pay.
- B. A request must be submitted each time a member's academic standing changes, such as acquiring a higher degree.

C. The College Coordinator will:

- * 1. Verify the information on the request with transcript(s), correct any inaccuracies, and include any omitted information before approving. Ensure all documentation agrees with the provisions of this policy.
- 2. Forward all documentation through the chain of command to the Administration Bureau commander, who will make the final determination of the member's eligibility.
- 3. Maintain accurate records of members' academic standing based on information received from the members.
- 4. Audit the College Incentive Program for accuracy and completeness on a periodic basis, as determined by the Personnel Division commander.

Floyd O. Barch
Chief of Police

Adopted by the Board of Police Commissioners this _____ day of _____
_____, 1996.

James F. Ralls, Jr.
President