

CITY OF MONTEREY EDUCATION INCENTIVE PREMIUM PAY PLAN

Coverage

Employees represented by GEM are eligible to participate in the Education Incentive Pay Plan (EIPP). Employees hired by the City prior to July 1, 1990, will continue to be eligible to participate in the Educational Incentive Plan as outlined in Monterey City Code Section 25 – 11.07. Employees currently in the “Grandfathered” EIP would be afforded a one-time opportunity to opt to move into the EIPP. This one-time option to move into the EIPP may be exercised at any future date. After moving from the EIP to the EIPP an employee cannot return to the former plan. No employee may participate in both programs at the same time.

Employees shall not be eligible to participate in the EIPP until they have satisfactorily completed their initial probationary period.

Compensation

Covered employees who comply with the eligibility provisions of this Plan shall, upon application and approval, receive compensation equal to:

5% of their base monthly salary upon receipt of certification indicating attainment of a qualifying Bachelor of Arts or Bachelor of Science degree.

7.5% of their base monthly salary upon receipt of certification indicating attainment of a qualifying Master of Arts or Master of Science degree.

The total maximum salary increment attainable under the Plan shall be 7.5%.

Qualifying College Degree

A qualifying college degree must be based upon college level course work and must be attained at an accredited college or university in accordance with the definitions provided herein. Qualifying college-level units or a qualifying degree earned prior to employment with the City shall be counted toward the fulfillment of the above degree requirements provided the other requirements of this Section are satisfied.

After being hired by the City, course work undertaken in pursuit of a degree must be taken during the employee's off-duty hours.

Application and Processing

Upon application to participate in the EIPP, all employees, including those opting to move from the EIP to the EIPP, shall submit proof of degree attainment supported by copies of diplomas, transcripts and other verifying documents to the employee's Division Manager.

The application submission shall be on the attached City of Monterey EIPP form. The Division Manager will make a recommendation to the employee's Department Head regarding the approval or disapproval of eligibility for additional compensation. If approved, the Division Manager shall forward the necessary documentation and recommendations to the Finance Department. In the event that the Department Head does not approve an application submitted by an employee, the employee may appeal the decision to the City Manager, or to the City Manager's designee, who shall have final authority over the matter. The Department Head shall be responsible for insuring full compliance with the provisions of this Plan and for ensuring the processing of all transactions in the manner described herein.

Additional compensation due under this Section shall commence the first pay period following submission of the above documentation, provided said documentation is submitted by the employee to the Division Manager/Department Head before the commencement of the pay period in which the EIPP pay is requested. It shall be the responsibility of the Department Head to submit the request, if approved, consistent with the procedures of the Finance Department to ensure payment for the pay period following submission of the employee's request. Management positions and positions requiring a Baccalaureate degree or higher are specifically excluded from this program.

Additional compensation due under this Section shall cease as of the effective date of appointment to a position not covered by the Plan.

Definitions

"Base monthly salary" shall mean the monthly salary as set forth for the range and step of the eligible person in the City's salary schedule and shall specifically exclude any form of premium pay, other direct compensation and supplemental benefit.

"College Level" shall mean any post-high school educational institution (i.e., community college, college or university) accredited by the California State Department of Education, the Western Association of Schools and Colleges, or equivalent organizations in other states or countries or as approved by the City Manager, or the City Manager's designee.

"Unit" shall mean a unit as established by the educational institution in question. For the purposes of administering this Plan, one quarter unit shall equal 2/3 of one semester unit.