



City of Hampton
PERSONNEL ADMINISTRATIVE INSTRUCTION

DATE: September 1, 2004	CHAPTER: 5	PAI No. 4
REFERENCES: Section XXIII, D	SUBJECT: Fire and Rescue Division Educational/Certification Incentive Pay	

I. General:

Permanent, full-time uniformed Fire and Rescue Division employees shall be paid educational/certification pay. Educational/certification incentive pay categories are not cumulative, i.e. each employee shall be paid for one category at a time. Payment of the educational/certification incentive pay shall be discontinued effective the date the employee no longer meets the criteria for such pay. Education is creditable only when directly applicable and received from an institution that is approved by a regionally or nationally recognized accrediting agency. Directly applicable education shall be defined as course work in Fire Science, Fire Administration, or related field of study determined by the Fire Chief. Credit will be given for completed degrees only.

II. Procedures:

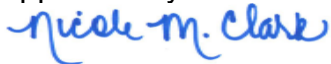
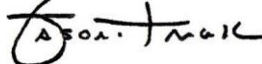
It shall be the responsibility of the employee to submit a Request for Educational or Certification Incentive Pay form with all appropriate supporting documentation to the Fire Chief once all applicable eligibility criteria have been met. The Fire Chief shall determine the approval or disapproval for each request as well as the effective date for approved educational/certification incentive payments. Retroactive pay will not be granted should the employee fail to initiate a request for educational/certification incentive payment in a timely manner once eligible. The Fire Chief's approval and any applicable documentation shall be made part of the employee's official personnel record and maintained by the Department of Human Resources.

Educational/certification incentive pay shall be added to the employee's annual salary and become part of base pay for the purpose of computing overtime, holiday pay, workers' compensation payments, insurance, and retirement benefits.

III. Educational/Certification Incentive Amounts:

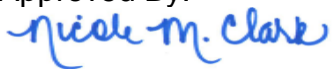
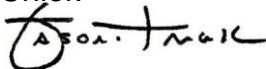
Permanent, full-time uniformed Fire and Rescue Division employees shall be paid educational or certification incentive pay in accordance with the following schedule:

- A. A total of six hundred dollars (\$600.00) per year upon satisfactory completion of an Associate degree in a job-related field of study as identified by the Fire Chief.
- B. A total of eight hundred dollars (\$800.00) per year upon satisfactory completion of a Bachelor's degree in a job-related field of study as identified by the Fire Chief.

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- C. A total of twenty-two hundred dollars (\$2,200.00) per year upon satisfactory completion of a Master's degree in a job-related field of study as identified by the Fire Chief.
- D. A total of thirty-three hundred dollars (\$3,300.00) for a Virginia EMT-I certification. Must receive and maintain status as a released ALS provider to be eligible.
- E. A total of thirty-nine hundred dollars (\$3,900.00) for a Virginia EMT-I certification AND an Associate degree in a job-related field of study as identified by the Fire Chief. Must receive and maintain status as a released ALS provider to be eligible.
- F. A total of forty-one hundred dollars (\$4,100.00) for a Virginia EMT-I certification AND a Bachelor's degree in a job-related field of study as identified by the Fire Chief. Must receive and maintain status as a released ALS provider to be eligible.
- G. A total of fifty-five hundred dollars (\$5,500) for a Virginia EMT-I certification AND a Master's degree in a job-related field of study as identified by the Fire Chief. Must receive and maintain status as a released ALS provider to be eligible.
- H. A total of seven thousand dollars (\$7,000.00) for a Virginia EMT-P certification. Must receive and maintain status as a released ALS provider to be eligible.
- I. A total of seventy-six hundred dollars (\$7,600.00) for a Virginia EMT-P certification AND an Associate degree in a job-related field of study as identified by the Fire Chief. Must receive and maintain status as a released ALS provider to be eligible.
- J. A total of seventy-eight hundred dollars (\$7,800.00) for a Virginia EMT-P certification AND a Bachelor's degree in a job-related field of study as identified by the Fire Chief. Must receive and maintain status as a released ALS provider to be eligible.
- K. A total of ninety-two hundred dollars (\$9,200.00) for a Virginia EMT-P certification AND a Master's degree in a job-related field of study as identified by the Fire Chief. Must receive and maintain status as a released ALS provider to be eligible.

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CITY OF HAMPTON FIRE AND RESCUE DIVISION REQUEST FOR EDUCATIONAL OR CERTIFICATION INCENTIVE PAY

Employee Name: (Please Print)	Employee Number:					
	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>					

PLEASE ATTACH ALL SUPPORTING DOCUMENTATION WITH THIS REQUEST

Educational/Certification Incentive Requested: (Check One) See PAI 5.4 for specific criteria

	INCENTIVE	AMOUNT
<input type="checkbox"/>	Associate Degree: <i>no minimum time requirement</i>	\$600
<input type="checkbox"/>	Bachelor's Degree: <i>no minimum time requirement</i>	\$800
<input type="checkbox"/>	Master's Degree: <i>no minimum time requirement</i>	\$2,200
<input type="checkbox"/>	Virginia EMT-I Certification: <i>no minimum time requirement</i>	\$3,300
<input type="checkbox"/>	Virginia EMT-I Certification AND Associate Degree: <i>no minimum time requirement</i>	\$3,900
<input type="checkbox"/>	Virginia EMT-I Certification AND Bachelor's Degree: <i>no minimum time requirement</i>	\$4,100
<input type="checkbox"/>	Virginia EMT-I Certification AND a Master's Degree: <i>no minimum time requirement</i>	\$5,500
<input type="checkbox"/>	Virginia Paramedic Certification: <i>no minimum time requirement</i>	\$7,000
<input type="checkbox"/>	Virginia Paramedic Certification AND Associate Degree: <i>no minimum time requirement</i>	\$7,600
<input type="checkbox"/>	Virginia Paramedic Certification AND Bachelor's Degree: <i>no minimum time requirement</i>	\$7,800
<input type="checkbox"/>	Virginia Paramedic Certification AND a Master's Degree: <i>no minimum time requirement</i>	\$9,200

***Confirm current incentive amount being received, if any, here →	\$
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NOTE: If currently receiving an incentive, ensure selection above reflects all eligible achievements.
EX.: Current = Assoc. degree (\$600); New = Paramedic (\$7000); *Select* Paramedic + Assoc. (\$7600)

_____ Employee Signature	_____ Date
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TO BE COMPLETED BY THE FIRE CHIEF OR DESIGNEE

Approved NOT Approved Date Received: _____ Effective Date: _____

Reason for Disapproval: _____

_____ Fire Chief or Designee - Signature	_____ Date
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Approved By: <i>Nicole M. Clark</i>	Fire Chief: <i>Joseph T. Mark</i>	Chapter No. PAI No. Page No. 5 4 3
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