



**City of Hampton
PERSONNEL ADMINISTRATIVE INSTRUCTION**

DATE: September 1, 2004	CHAPTER: 5	PAI No. 3
REFERENCES: Section XXIII, D	SUBJECT: Police Division Educational Incentive Pay	

I. General:

Permanent Full-Time sworn Police Division employees shall be paid educational incentive pay. Educational incentive pay categories are not cumulative, i.e. each employee shall be paid for one category at a time. Education is creditable only when it is 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 Police Science, Criminal Justice, or related field of study determined by the Police Chief. Credit will be given for completed degrees only.

II. Procedures:

The granting of educational incentive pay shall be based on the City of Hampton's Police Division Policy and Procedure Series #630 and documentation acceptable to the Chief of Police. The documentation and approval shall be made part of the employee's official personnel record maintained in the Department of Human Resources. The effective date of educational incentive pay shall be determined by the Chief of Police based upon determination of eligibility.

Educational 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. Education Incentive Amounts:

Permanent Full-Time sworn Police Division employees shall be paid educational 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's degree, or its equivalent in a job-related field of study as identified by the Chief of Police.
- B. A total of eight hundred dollars (\$800.00) per year upon satisfactory completion of an Associate's degree, or its equivalent, in a job-related field of study as identified by the Chief of Police AND three (3) years of employment in a sworn police division position with the City of Hampton.

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- C. 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 Chief of Police.
- D. A total of twelve hundred dollars (\$1,200.00) per year upon satisfactory completion of a Bachelor's degree in a job-related field of study as identified by the Chief of Police AND three (3) years of employment in a sworn police division position with the City of Hampton.
- E. A total of sixteen hundred dollars (\$1,600.00) per year upon satisfactory completion of a Bachelor's degree in a job-related field of study as identified by the Chief of Police AND five (5) years of employment in a sworn police division position with the City of Hampton.
- F. A total of two thousand dollars (\$2,000.00) per year upon satisfactory completion of a Bachelor's degree in a job-related field of study as identified by the Chief of Police AND seven (7) years of employment in a sworn police division position with the City of Hampton.
- G. 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 Chief of Police AND ten (10) years of employment in a sworn police division position with the City of Hampton.

Approved By:

Diane P Bohlman, Director of Human Resources

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