

AR 20-01
AN ADMINISTRATIVE REGULATION ESTABLISHING
EDUCATIONAL ACHIEVEMENT INCENTIVE FOR CITY EMPLOYEES

Section 1. Purpose

The Educational Achievement Incentive rewards employees who have taken the initiative to complete their educational ambitions. In doing so, they have positively affected their employment by gaining job-related knowledge, behaviors, and personal and professional skills that significantly enhance their value to their department and the City of Hobbs.

Section 2. Eligibility

This Administrative Regulation will apply to all full-time and part-time employees, exempt or non-exempt.

The following employees are **not** eligible for the Educational Achievement Incentive:

- A. Employees in classifications for which a degree is a bona fide minimum qualification for employment.

Section 3. Relevancy

<u>Position Relevant:</u>	<u>Yearly Incentive</u>
• Associate's Degree	\$1000
• Bachelor's Degree	\$4000
• Master's Degree	\$6000

Relevancy will be reviewed by the Department Director and must directly correlate between the job classification and essential duties of the employee and the major field of study of the degree program. Employees interested in post high school education that is relevant to their current job duties should consult with their respective Department Director prior to beginning classes to determine if relevancy applies. The City Manager will have the final approval to determine relevancy to the position.

Section 4. Criteria

An Educational Achievement Incentive is requested when the employee presents an official academic transcript from an accredited college or university indicating the degree completed to the Department Director for consideration.

If you currently receive an Educational Achievement Incentive, but promote or transfer into a job classification with a higher pay grade that has a degree requirement for eligibility, your current incentive will be discontinued upon selection of new position.

You shall only receive one Educational Achievement Incentive (yearly), for example, you cannot add incentives for Bachelor's and Master's degrees. In this case, you would only be incentivized for the Masters level achievement.


Educational Achievement Incentives shall be paid out for educational achievement that is not performed while on the clock, or being compensated by the City of Hobbs.

Section 5. Program Administration

1. The Human Resources Department, in coordination with the appropriate Department Director, is responsible for the overall administration of the Educational Incentive Program.
2. Requests for the educational incentive may be approved at any time during the fiscal year. Requests should be submitted to the employee's Department Director. No pay incentive will be retroactive.
3. A copy of the academic transcript and the Educational Achievement Incentive application form shall be attached to the Personnel Action Form with a notation requesting the appropriate level of Educational Achievement Incentive.
4. A copy of all approved documents must be sent to Human Resources to be placed in the employee's official personnel file.
5. The Educational Achievement Incentive will be paid on the first full pay period after the employee's date of hire (anniversary date) and is subject to all applicable taxes.

Section 6. Program Continuation and Right to Change

This administrative regulation is subject to the annual budget process. The City of Hobbs, through the City Manager, reserves the right to interpret, change, modify, amend, or rescind this administrative regulation, in whole or in part, at any time without the consent of employees.


Manny Gomez, Acting City Manager

5-6-2020
Date

By signing below, I acknowledge that I have read AR 20-01. I was given the opportunity to ask questions to ensure my full understanding.

Printed Name & ID: _____

Department: _____

Signature

Date