

**MOUNTAIN BROOK CITY COUNCIL
PRE-MEETING DISCUSSION
OCTOBER 26, 2015**

The City Council of the City of Mountain Brook, Alabama met in public session in the Pre-council Room (A106) of City Hall at 6:30 p.m. on Monday, the 26th day of October, 2015. The Council President called the meeting to order and the roll was called with the following results:

Present: Virginia C. Smith, Council President
William S. Pritchard, III, Council President Pro Tempore
Jack D. Carl
Lloyd C. Shelton
Alice B. Womack
Lawrence T. Oden, Mayor

Absent: None

Also present were City Attorney Whit Colvin, City Manager Sam Gaston, and City Clerk Steven Boone.

1. AGENDA

1. Street Lights upgrades on Brook Manor Drive–Ronnie Vaughn and Sam Gaston

The members of the City Council expressed their general consensus with the lighting upgrade. The City Manager stated that letters will be mailed to Brook Manor residents informing them that this matter will be considered again on November 9, 2015 at which time a final decision will be made with respect to the lighting upgrades.

2. Request by HomeFit Consulting to hold a weekly exercise class for four weeks in front of City Hall–Cody Robinson

The members of the City Council expressed their general opposition to the classes being held in front of City Hall. However, several members of the City Council expressed that such classes may be considered in other public locations within the City. President Smith invited Mr. Robinson to a public hearing before the Park and Recreation Board scheduled for October 27, 2015 at 6 p.m. where the Master Plan will be publicly discussed. [Note: Residents expressed interest in similar recreational activities during the public involvement meetings held during the early stages of the Master Plan project].

3. Review and discussion of the 7 p.m. Mountain Brook Emergency Communications District and City Council formal meeting agendas

Regarding the Park Board appointment, three names were submitted to the City Council by the Park and Recreation Board for consideration: Trenton Wright, Leigh Ann Speake, and Eddie Allen. The Park and Recreation Board recommended that Trenton Wright be appointed to the Board. The general consensus of the members of the City Council was to appoint Mr. Wright to the Park and Recreation Board (see Resolution No. 2015-146).

2. EXECUTIVE SESSION AND ADJOURNMENT

There being no further matters for discussion, it was moved by Council President Smith that the City Council convene in executive session to discuss a matter involving good name and character of an individual. The motion was seconded by Council President Pro Tempore Pritchard. [The matter did not require certification from the City Attorney as it is expressly provided for in the Open Meetings Act.] Then, upon the question being put and the roll called, the vote was recorded as follows:

Ayes: Virginia C. Smith, Council President
William S. Pritchard, III, Council President Pro Tempore
Jack D. Carl
Lloyd C. Shelton
Alice B. Womack

Nays: None

Council President Smith declared that the motion carried by a vote of 5—0 and then asked that the members of the audience be excused. She also announced that the City Council shall reconvene in the City Hall Council Chamber (Room A108) upon conclusion of the executive session.

3. CERTIFICATION

I, Steven Boone, City Clerk of the City of Mountain Brook, Alabama, certify the above is a true and correct synopsis of the discussion from the work session of the City Council of the City of Mountain Brook, Alabama held at City Hall, Pre-Council Room (A106) on October 26, 2015, and that the meeting was duly called and held in all respects in accordance with the laws of the State of Alabama and bylaws of the City and that no formal action or votes were conducted at said work session.



City Clerk

**MINUTES OF THE REGULAR MEETING OF THE
CITY COUNCIL OF THE CITY OF MOUNTAIN BROOK, ALABAMA AND
MOUNTAIN BROOK EMERGENCY COMMUNICATIONS DISTRICT
OCTOBER 26, 2015**

The City Council of the City of Mountain Brook, Alabama and Board of Commissioners of the Mountain Brook Emergency Communications District met in public session in the City Hall Council Chamber at 7:00 p.m. on Monday, the 26th day of October, 2015. The Council President (and Chairman) called the meeting to order and the roll was called with the following results:

Present: Virginia C. Smith, Council President (and Chairman)
William S. Pritchard, III, Council President Pro Tempore (and Vice-Chairman)
Jack D. Carl
Lloyd C. Shelton
Alice B. Womack
Lawrence T. Oden, Mayor

Absent: None

Also present were City Attorney Whit Colvin, City Manager Sam Gaston, and City Clerk Steven Boone.

The City Council President (and Chairman) stated that a quorum was present and that the meeting was open for the transaction of business

1. CONSENT AGENDA

Council President (and Chairman) Smith announced that the following matters will be considered at one time on the consent agenda provided no one in attendance objects:

Approval of the minutes of the October 12, 2015 meeting Mountain Brook Emergency Communications District.

Approval of the minutes of the October 12, 2015 regular meeting of the City Council.

2015-146	Appoint Trenton Wright to the Park Board (replacing Pinkie Chace) to serve without compensation through October 26, 2020	Exhibit 1, Appendix 1
2015-147	Declare certain vehicles and equipment surplus and authorize their sell at public Internet auction	Exhibit 2
2015-148	Authorize the establishment of an interest bearing checking account (Iberia Bank) to be used for the deposit of municipal court cash bonds and fines	Appendix 2

Thereupon, the foregoing minutes and resolutions were introduced by Council President (and Chairman) Smith and their immediate adoption were moved by Council (and Board) member Womack. The minutes and resolutions were then considered by the City Council and Board of Commissioners. Council (and Board) member Shelton seconded the motion to adopt the foregoing minutes and resolutions. Then, upon the question being put and the roll called, the vote was recorded as follows:

Ayes: Virginia C. Smith, Chairman
William S. Pritchard, III, Vice-Chairman
Jack D. Carl
Lloyd C. Shelton

Alice B. Womack

Nays: None

Chairman Smith thereupon declared that said District minutes are adopted by a vote of 5—0.

Ayes: Virginia C. Smith, Council President
William S. Pritchard, III, Council President Pro Tempore
Jack D. Carl
Lloyd C. Shelton
Alice B. Womack

Nays: None

Council President Smith thereupon declared that said Council minutes and resolution (Nos. 2015-146 through 2015-148) are adopted by a vote of 5—0 and as evidence thereof she signed the same.

2. CONSIDERATION: ORDINANCE (NO. 1942) AMENDING THE EDUCATIONAL INCENTIVE POLICY OF THE CITY WITH RESPECT TO PUBLIC SAFETY PERSONNEL (EXHIBIT 3, APPENDIX 3)

The ordinance was introduced in writing by Council President Smith who then invited questions and comments from the audience.

There being no comments or discussion, Council President Smith called for a motion. Council President Pro Tempore Pritchard made a motion that all rules and regulations which, unless suspended, would prevent the immediate consideration and adoption of said ordinance be suspended, and that unanimous consent to the immediate consideration of said ordinance is given and that the reading of the ordinance at length be waived. The motion was seconded by Council member Carl and was carried, as follows:

Ayes: Virginia C. Smith, Council President
William S. Pritchard, III, Council President Pro Tempore
Jack D. Carl
Lloyd C. Shelton
Alice B. Womack

Nays: None

The Council President Smith declared the motion carried by a vote of 5—0.

After said ordinance had been considered in full by the Council, Council member Shelton then moved for the adoption of said ordinance. The motion was seconded by Council President Pro Tempore Pritchard. Thereupon, Council President Smith called for vote with the following results:

Ayes: Virginia C. Smith, Council President
William S. Pritchard, III, Council President Pro Tempore
Jack D. Carl
Lloyd C. Shelton
Alice B. Womack

Nays: None

The Council President Smith declared that the said ordinance (No. 1942) is hereby adopted by a vote of 5—0 and, as evidence thereof, she signed the same.

3. ANNOUNCEMENTS REGARDING THE NEXT REGULAR MEETING OF THE CITY COUNCIL

Council President Smith announced that the next meeting of the Mountain Brook City Council will be held on Monday, November 9, 2015 at 7:00 p.m. in the Council Chamber of City Hall located at 56 Church Street, Mountain Brook, AL 35213. Please visit the City's web site (www.mtnbrook.org) for more information.

4. ADJOURNMENT

There being no further business to come before the City Council President Smith adjourned the meeting.

5. CERTIFICATION

I, Steven Boone, City Clerk of the City of Mountain Brook, Alabama, certify the above is a true and correct transcript of the regular meeting of the City Council of the City of Mountain Brook, Alabama held at City Hall, Council Chamber (Room A108) on October 26, 2015, and that the meeting was duly called and held in all respects in accordance with the laws of the State of Alabama and bylaws of the City and that a quorum was present.



City Clerk

EXHIBIT 1

RESOLUTION NO. 2015-146

BE IT RESOLVED by the City Council of the City of Mountain Brook, Alabama, that Trenton Wright is hereby appointed to the Park and Recreation Board, to serve without compensation, with the term of office to end October 26, 2020.

APPENDIX 1

EXHIBIT 2

RESOLUTION NO. 2015-147

WHEREAS, the City of Mountain Brook, Alabama, has certain items of personal property which are no longer needed for public or municipal purposes; and

WHEREAS, Section 11-43-56 of the Alabama Code of 1975 authorizes the municipal governing body to dispose of unneeded personal property.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Mountain Brook, as follows: It is hereby established and declared that the following property owned by the City of Mountain Brook, Alabama is not needed for public or municipal purposes and is hereby declared surplus property:

Item	Asset	Description	Serial Number	Notes
1	13333	2006 Ford Crown Victoria	2FAHP71W36X156284	Police
2	13694	2009 Ford Crown Victoria	2FAHP71V29X123577	Police
3	13890	2010 Ford Crown Victoria	2FABP7BVXAX126722	Police
4	13951	2011 Ford Crown Victoria	2FABP7BV4BX123090	Police

Item	Asset	Description	Serial Number	Notes
5	13950	2011 Ford Crown Victoria	2FABP7BV8BX123089	Police
6	13949	2011 Ford Crown Victoria	2FABP7BV6BX123088	Police
7	13339	2006 Dodge Charger	2B3KA53H96H360216	Police
8	13620	2008 Ford F-550	1FDAW56R68EC82743	Public Works
9	1214	2002 GMC T7500	1GDM7C1C92J515725	Public Works
10	13489	2005 Ford F-450	1FDXW46PX5EC97065	Public Works
11	13287	2004 Massey Ferguson 491	BN200022-B501104L	Public Works
12	13072	2004 Dodge Durango	1D4HB48NX4F141118	Park Board

BE IT FURTHER RESOLVED by the City Council of the City of Mountain Brook, Alabama, that the City Manager is hereby authorized and directed to sell said property by way of public Internet auction to the highest bidder and to otherwise dispose of such property that does not sell at said public auction.

EXHIBIT 3

ORDINANCE NO. 1942

APPROVAL OF THE EDUCATIONAL DEGREE PREMIUM PAY PURSUANT TO SECTION 1.VIII.G. OF THE PERSONNEL BOARD OF JEFFERSON COUNTY “SALARY ADMINISTRATION GUIDE & PAY PLAN”

BE IT ORDAINED by the City Council of the City of Mountain Brook, Alabama, as follows:

SECTION 1. EDUCATIONAL DEGREE PREMIUM PAY PLAN. The City Council hereby approves, subject to the [re]approval of the Personnel Board of Jefferson County [amends Ordinance No. 1917 adopted on September 22, 2014], the payment of Educational Degree Premium Pay pursuant to Section 1.VIII.G. of the Personnel Board of Jefferson County “Salary Administration Guide & Pay Plan” for qualifying degrees earned from accredited institutions of higher education determined to be directly related to the responsibilities and duties of the incumbent’s classified position as follows:

Class No.	Job Title	Premium Code		
		Associate 06	Bachelor 21	Graduate/Professional 31
1082	Assistant City Manager/Finance Director			One Step
5257	Building Inspections Superintendent II			One Step
5098	Fire Chief III			One Step
6093	Police Chief III			One Step
8715	Public Works Director III			One Step
8290	Park/Recreation Superintendent			One Step
	Sworn Fire and Police personnel excluding Chiefs (5098 and 6093) as specified in Fire Departmental Policy No. 106.06 and Police Departmental Policy No. 100-4-1 attached hereto as Exhibit A and B, respectively	One Step	Two Steps	

Note: Eligible employees may only receive one of the educational degree premiums; the premiums may not be combined.

SECTION 2. REPEALER. All ordinances or parts of ordinances heretofore adopted by the City Council of the City of Mountain Brook, Alabama that are inconsistent with the provisions of this ordinance are hereby expressly repealed.

SECTION 3. SEVERABILITY. If any part, section or subdivision of this ordinance shall be held unconstitutional or invalid for any reason, such holding shall not be construed to invalidate or impair the remainder of this ordinance, which shall continue in full force and effect notwithstanding such holding.

SECTION 4. EFFECTIVE DATE. The effective date of this ordinance shall be November 1, 2015.

APPENDIX 3

PIR Bd

Trenton Wright

3501 Mountain Lane, Mountain Brook AL 35213
Cell: 2055156416 - trent.wright@bhtonline.com

July 15, 2015

Sam Gaston
City Manager
56 Church Street
Mountain Brook, Alabama 35213
gastons@mtnbrook.org

RE: Parks & Recreation

Dear Sam Gaston,

My attached resume outlines a few talents that I could offer your organization. Here's the overview:

My previous experience working for Birmingham Hide & Tallow Co, has given me 15 years of experience. I have an excellent track record of senior management. I understand that it is important that the board elects the best team for the community. I have my communities interest in mind and hope to enhance the team's objectives.

I look forward to the opportunity to discuss and learn how I can contribute to the growth and reputation of the City of Mountain Brook Parks & Recreation Board.

Sincerely,
Trent Wright

APPENDIX I

CORPORATE AUTHORIZATION RESOLUTION

IBERIABANK
Birmingham AL Market
2340 Woodcrest Place
Birmingham, AL 35209

By: CITY OF MOUNTAIN BROOK
MOUNTAIN BROOK MUNICIPAL COURT FUND
56 CHURCH ST
MOUNTAIN BRK, AL 35213-3733

Referred to in this document as "Financial Institution"

Referred to in this document as "Corporation"

I, _____, certify that I am Secretary (clerk) of the above named corporation organized under the laws of ALABAMA, Federal of Employer I.D. Number _____, engaged in business under the trade name of CITY OF MOUNTAIN BROOK, and that the resolutions on this document are a correct copy of the resolutions adopted at a meeting of the Board of Directors of the Corporation duly and properly called and held on _____ (date). These resolutions appear in the minutes of this meeting and have not been rescinded or modified. AGENTS Any Agent listed below, subject to any written limitations, is authorized to exercise the powers granted as indicated below:

Table with columns: Name and Title or Position, Signature, and Facsimile Signature. Rows include WILLIAM F. (BILLY) ANGELL, STEVEN L. BOONE, LAWRENCE T. ODEN, SAMUEL S. GASTON, JOHN H. (JACK) MARTIN, and F. _____.

POWERS GRANTED (Attach one or more Agents to each power by placing the letter corresponding to their name in the area before each power. Following each power indicate the number of Agent signatures required to exercise the power.)

Table with columns: Indicate A, B, C, D, E, and/or F; Description of Power; and Indicate number of signatures required. Powers include exercising all powers, opening deposits, endorsing checks, borrowing money, and entering into leases.

LIMITATIONS ON POWERS The following are the Corporation's express limitations on the powers granted under this resolution.

2015-148

RESOLUTIONS

- The Corporation named on this resolution resolves that,
(1) The Financial Institution is designated as a depository for the funds of the Corporation and to provide other financial accommodations indicated in this resolution.
(2) This resolution shall continue to have effect until express written notice of its rescission or modification has been received and recorded by the Financial Institution.
(3) The signatures of an Agent on this resolution in conjunction with the Financial Institution, establishing the authority for the changes.
(4) All transactions, if any, with respect to any deposits, withdrawals, redemptions and borrowings by or on behalf of the Corporation with the Financial Institution prior to the adoption of this resolution are hereby ratified, approved and confirmed.
(5) The Corporation agrees to the terms and conditions of any account agreement, properly opened by any Agent of the Corporation.
(6) The Corporation acknowledges and agrees that the Financial Institution may furnish at its discretion automated access devices to Agents of the Corporation to facilitate these powers authorized by this resolution or other resolutions in effect at the time of issuance.
(7) The Corporation acknowledges and agrees that the Financial Institution may rely on alternative signature and verification codes issued to or obtained from the Agent named on this resolution.

Pennsylvania. The designation of an Agent does not create a power of attorney; therefore, Agents are not subject to the provisions of 20 Pa.C.S.A. Section 5601 et seq. (Chapter 56; Decedents, Estates and Fiduciaries Code) unless the agency was created by a separate power of attorney. Any provision that assigns Financial Institution rights to act on behalf of any person or entity is not subject to the provisions of 20 Pa.C.S.A. Section 5601 et seq. (Chapter 56; Decedents, Estates and Fiduciaries Code).

EFFECT ON PREVIOUS RESOLUTIONS This resolution supersedes resolution dated _____, if not completed, all resolutions remain in effect.

CERTIFICATION OF AUTHORITY I further certify that the Board of Directors of the Corporation has, and at the time of adoption of this resolution had, full power and lawful authority to adopt the resolutions on page 2 and to confer the powers granted above to the persons named who have full power and lawful authority to exercise the same. (Apply seal below where appropriate.)

IF checked, the Corporation is a non-profit corporation. In Witness Whereof, I have subscribed my name to this document and affixed the seal of the Corporation on _____ (date).

Attest by: _____ Secretary
FOR FINANCIAL INSTITUTION USE ONLY

Acknowledged and received on 10/23/2015 (date) by JBLAC (initials) This resolution is superseded by resolution dated _____

Comments:
20001268899-D 10/23/2015

2015-148

MOUNTAIN BROOK FIRE DEPARTMENT
 POLICY NO. 188B VOLUME: 1
 SUBJECT: Education Incentive Program
 DATED: September 8, 2014
 ROBERT W. STANGL, FIRE CHIEF DATE

SCOPE AND PURPOSE: Formal education is one of the core values of the Mountain Brook Fire Department. The department places a high value on the education of its members realizing that well educated employees are critical to the future success of the organization. Each year the department budgets for formal education courses including the provision of all costs for those members wishing to attend college. Additionally, the department budgets for pay incentives which are awarded to those members completing their studies and graduating with an approved degree or management related degree.

In today's educational environment there are a plethora of degrees available. Obviously many of these degrees are not associated with, or related to, making an employee a better firefighter, paramedic or firefighter in other fields. Some of these degrees could possibly be pertinent if a paramedic of the status or being a paramedic needed. The purpose of this policy is to lend some guidance to those personnel wishing to further their educational life by giving definition to the process.

POLICY:

Tuition Reimbursement: If an employee attends a private institution of higher learning rather than a state school, the employee will only be reimbursed for the costs that would have been paid to the state school (this is usually based on UAB rates).

Any course of study must be approved in advance by the Fire Chief or his designee.

Reimbursement will be made upon receipt of the necessary evidence that the course has been completed and that the costs for the course/fees have been previously paid by the employee. Personnel with scholarships, government assistance (GI bill) or other means for tuition payment shall utilize these sources and not participate in the City program.

The department's leave time policy will apply to those employees attending college classes. Employees must use regular leave time or swap time to attend classes during their tour of duty.

Studies should preferably lead to an associate degree, bachelor's degree or paramedic degree (ICPS definition). However, in accordance with ICPS and City policy, 64 semester hours or 96 quarter hours of relevant course work will qualify a person to receive a 5% educational pay incentive. Graduate studies will be available only to those holding the rank of lieutenant and above and will be reviewed on a case by case basis.

Prerequisites may be required for certain degrees based on the curriculum content of the degree being sought (see page two).

MOUNTAIN BROOK FIRE DEPARTMENT
 POLICY NO. 188B VOLUME: 1 PAGE: 2

Tuition reimbursement will be granted on the following basis:

Completed Course Grade	% of Reimbursement
A	100%
B	100%
C	100%
D	0%
F	0%
Incomplete/Drop	0%

Course of Study Guidance: An employee seeking direction to further his/her education within the system established generally has two objectives in mind: to become a more well rounded person through education and to increase wage earnings. The administrative perspective for employees furthering their education pertains that of the employee but additionally it is viewed as an investment. It is an investment in the individual and an investment in the future of the department. Since the program is an investment in the broad sense of the word, a return on the investment is expected, therefore, the curriculum for a course of study should have some direct connection to the provision of fire and emergency medical services. This can be directly related to the work itself or the management of services.

If a bachelor's course of study is absolutely essential to the provision of public sector services then no prerequisite is required and the employee can receive 100% pay incentives. Examples of such programs are: BS degree of Auburn University - Public Safety Administration, BS degree of Columbus Southern University - Occupational Safety and Health/Fire Science, and BS degree UAB - Allied Health. Some examples of where a prerequisite would be required is for a general business degree, general management degree, accounting degree, general education, Computer Science, and psychology (not all inclusive). In these examples, an associate degree in Fire Science or a certificate or an associate degree in Paramedical Services would be needed to help make the connection to the department's services. Bachelor's degrees such as business, biology, criminal justice, civility, political science (not all inclusive) do not have a direct connection to the fire department's mission and therefore will not be considered for reimbursement or wage incentives even if an associate in Fire Science or Paramedical Services is held.

Masters Degrees: Masters Degrees that are mission related (Management, Emergency Management, Allied Health, Public Administration, etc.) are now included within the premium pay system for positions designated by the City Manager. Receiving tuition reimbursement for a Masters Degree will be reviewed for those of Lieutenant's rank or higher in the organization. However, if a firefighter or Apparatus Operator has a bachelor's degree that does not meet the qualifications for compensation, but has earned a Masters Degree that does meet the qualifications, then the Masters Degree can be used to supplant the Bachelor's Degree and will be compensable.

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1942

RULES AND REGULATIONS Procedure Number 188-1

Educational Assistance and Incentive
 Date Issued: October 12, 2015
 Date Effective: October 12, 2015
 Revision Number: 1
 Page: 1 of 1

SCOPE AND PURPOSE: Formal education is one of the core values of the Mountain Brook Police Department. The department places a high value on the education of its members realizing that well educated employees are critical to the future success of the organization. Each year the department budgets for formal education courses including the provision of all costs for those members wishing to attend college. Additionally, the department budgets for pay incentives which are awarded to those members completing their studies and graduating with an approved degree. In today's educational environment there are a plethora of degrees available. Obviously many of these degrees are not associated with, or related to, making an employee a better police officer. The purpose of this policy is to lend some guidance to those personnel wishing to further their educational life by giving definition to the process.

POLICY:

Tuition Reimbursement: If an employee attends a private institution of higher learning rather than a state school, the employee will only be reimbursed for the costs that would have been paid to the state school (this is usually based on UAB rates).

Any course of study that receives tuition reimbursement must be approved in advance by the Chief of Police or his designee.

Reimbursement will be made upon receipt of the necessary evidence that the course has been completed and that the costs for the course/fees have been previously paid by the employee. Personnel with scholarships, government assistance (GI bill) or other means for tuition payment shall utilize these sources and not participate in the City program.

The department's leave time policy will apply to those employees attending college classes. Employees must use regular leave time or swap time to attend classes during their tour of duty.

Studies should preferably lead to an associate degree, bachelor's degree in a Criminal Justice or related field. The City recognizes that related fields may include but are not limited to: Psychology, Sociology, Criminology/Theology, English, Computer Science, Education, Public Administration, Urban Studies, etc.

RULES AND REGULATIONS Procedure Number 188-1

Educational Assistance and Incentive
 Date Issued: October 12, 2015
 Date Effective: October 12, 2015
 Revision Number: 1
 Page: 2 of 3

In accordance with ICPS and City policy, 64 semester hours or 96 quarter hours of relevant course work will qualify a person to receive a 5% educational pay incentive.

Tuition reimbursement will be granted on the following basis:

Completed Course Grade	% of Reimbursement
A	100%
B	100%
C	100%
D	0%
F	0%
Incomplete Drop	0%

II. Course of Study Guidance: An employee seeking direction to further his/her education within the system established generally has two objectives in mind: to become a more well-rounded person through education and to increase wage earnings. The administrative perspective for employees furthering their education pertains that of the employee but additionally it is viewed as an investment. It is an investment in the individual and an investment in the future of the department. Since the program is an investment in the broad sense of the word, a return on the investment is expected, therefore, the curriculum for a course of study should have some direct connection to the provision of police services. This can be directly related to the work itself or the management of services.

III. Masters Degrees: Masters Degrees that are mission related are now included within the premium pay system for positions (Department Heads) designated by the City Manager.

Receiving tuition reimbursement for a Masters Degree will be available for those of Sergeant's rank or higher in the organization on a case-by-case basis.

If a Police Officer has a bachelor's or associate degree that does not meet the qualifications for compensation, but has earned a Masters Degree that does meet the qualifications, then the Masters Degree can be used to supplant the Bachelor's Degree and may be compensable (10%).

RULES AND REGULATIONS Procedure Number 188-1

Educational Assistance and Incentive
 Date Issued: October 12, 2015
 Date Effective: October 12, 2015
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IV. Premium Code Assignment: There is a maximum allowed of 15% premium codes above normal salaries. The top priority for premium code assignment will be job functions first and then educational program credits. For example an assigned paramedic will get 10% premium codes on the first priority and then get additional earned educational premium codes added until reaching the 15% maximum.

V. Budget: The Education Incentive Program is based on the availability of funds through the budgeting process and on ICPS policy. No future guarantees are expressed other than those that exist under established ICPS policy.

VI. APPLICATION FOR EDUCATIONAL INCENTIVE:

An employee who applies for educational incentive pay must adhere to the following:

1. A written request for educational incentive pay complete with a certified copy of the applicable transcript must be submitted to the Chief of Police.
2. A copy of the transcript must be submitted to the Training Commander.
3. As soon as practical, the employee will be advised on the outcome of the request and all approved requests will be forwarded to the payroll office for processing.

VI. CITY POLICY
 In addition to the above, this process is further regulated as outlined in the City of Mountain Brook Employee Handbook.