

ORDINANCE NO. 1943

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. 1942 adopted on October 26, 2015], 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
5260	Director of Planning, Building and Sustainability			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of the City of Mountain Brook, Alabama that are inconsistent with the provisions of this ordinance are hereby expressly repealed.

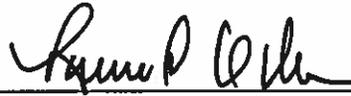
SECTION 3. SEVERABILITY. If any part, section or subdivision of this ordinance shall be held unconstitutional or invalid for any reason, such holding shall not be construed to invalidate or impair the remainder of this ordinance, which shall continue in full force and effect notwithstanding such holding.

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

ADOPTED: This 9th day of November, 2015.


 Council President

APPROVED: This 9th day of November, 2015.



Mayor

CERTIFICATION

I, Steven Boone, City Clerk of the City of Mountain Brook, Alabama, hereby certify the above to be a true and correct copy of an ordinance adopted by the City Council of the City of Mountain Brook, Alabama, as its meeting held on November 9, 2015, as same appears in the minutes of record of said meeting, and published by posting copies thereof on November 19, 2015, at the following public places, which copies remained posted for five (5) days as required by law.

City Hall, 56 Church Street
Gilchrist Pharmacy, 2850 Cahaba Road

Overton Park, 3020 Overton Road
The Invitation Place, 3150 Overton Road



City Clerk

MOUNTAIN BROOK FIRE DEPARTMENT	
POLICY NO. <u>106.06</u>	VOLUME: <u>I</u>
SUBJECT: <u>Education Incentive Program</u>	
SIGNED: <u><i>Robert W. Ezekiel</i></u>	<u>September 4, 2014</u>
ROBERT W. EZEKIEL, 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 books 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 fire/EMS service 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 manager in either field. Some of the degrees could possibly be pertinent if a prerequisite of fire science or being a paramedic applied. 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 selects 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/books has been previously paid by the employee. Personnel with scholarships, government assistance (GI bill) or other means for tuition payment shall utilize these venues and not participate in the City program.

The department 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, bachelors degree or paramedic license (JCPB definition). However, in accordance with JCPB 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. 106.06 VOLUME: I PAGE: 2

Tuition reimbursement will be granted on the following basis:

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

Course of Study Guidance: An employee setting 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 parallels 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 truest 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 bachelors course of study is absolutely connected to the provision of public sector services then no prerequisite is required and the employee can receive 10% pay incentives. Examples of such programs are: BS degree at Athens University - Public Safety Administration, BS degree Columbia 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 and/or associate degree in Paramedical Services would be needed to help make the connection to the department's mission. Bachelors degrees such as marine biology, criminal justice, divinity, political science (not all inclusive) do not have a direct connection to the fire department 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 available for those of Lieutenant's rank or higher in the organization. However, if a firefighter or Apparatus Operator has a bachelors 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 Bachelors Degree and will be compensable.

MOUNTAIN BROOK FIRE DEPARTMENT

POLICY NO. 106.06 VOLUME: 1 PAGE: 3

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 premium codes. For example an assigned paramedic will get 10% premium codes as the first priority and then get additional earned educational premium codes added until reaching the 15% maximum.

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



Educational Assistance and Incentive

Date Issued October 12, 2015	Date Effective October 12, 2015	Revision Number 1	Page Page 1 of 3
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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 books 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.

EXHIBIT B

POLICY:

I. Tuition Reimbursement: If an employee selects 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/books have been previously paid by the employee. Personnel with scholarships, government assistance (GI bill) or other means for tuition payment shall utilize these venues 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, bachelors’ degree in a Criminal Justice or related field. The City recognizes that related fields may include but not limited to: Psychology, Sociology, Counseling/Theology, English, Computer Science, Education, Public Administration, Urban Studies, etc.



Educational Assistance and Incentive

Date Issued October 12, 2015	Date Effective October 12, 2015	Revision Number 1	Page Page 2 of 3
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In accordance with JCPB 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:

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

EXHIBIT B

II. Course of Study Guidance: An employee setting 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 parallels 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 truest 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 bachelors or associates 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 Bachelors Degree and may be compensable (10%).



Educational Assistance and Incentive

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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 premium codes.

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

EXHIBIT B