



County of San Bernardino Safety Management Education Incentive

General - Effective August 6, 2016, employees who possess, or subsequently obtain, a Bachelor's Degree or Master's Degree during the term of this MOU shall be eligible to receive a one-time education incentive.

The one-time education incentive will be payable in the following amounts:

- \$1,500 for a Bachelor's Degree
- \$3,000 for a Master's Degree

To receive the incentive eligible employees shall be required to submit a written request for the incentive and a verification of their degree to the Appointing Authority. The incentive shall be payable as soon as practicable following the Appointing Authorities verification of such written request.

An eligible employee in a regular position who is part-time or job-sharing shall be eligible for a prorated lump-sum payment based on regularly scheduled hours.

An employee who has separated from County employment or the Unit for any reason prior to submitting a written request for the incentive, or who fails to submit a written request for the incentive prior to the expiration of the MOU, shall not be eligible to receive the incentive.

Employee may not receive more than a maximum of \$3,000 in Education Incentive Payments.

This Article shall sunset upon the expiration of the MOU.

REFERENCES

1. The Current Safety Management Unit Memorandum of Understanding (MOU) between the County and SEBA

FORMS REQUIRED

- Safety Management Education Incentive (Payroll Adjustment)

EMPLOYEE RESPONSIBILITIES

- Submit written request for Safety Management Education Incentive to Appointing Authority
- Submit a copy of Bachelor's or Master's Degree to Appointing Authority along with written request

DEPARTMENT PAYROLL SPECIALIST RESPONSIBILITIES

- ◆ Verify employee is a Safety Management Employee
- ◆ Verify Validity of Bachelor's or Master's Degree
- ◆ Verify employee has not already received an education incentive payment so that maximum incentive of \$3,000 (prorated for Job-Share or Part-Time employees) is not exceeded.
- ◆ Obtain appointing Authority's Approval
- ◆ For employees who are part-time or job-sharing, prorate the lump-sum payment based on the employee's regularly scheduled hours. (e.g. 30.00 hours a week; $30 \times 2 = 60$; $60/80 = .75$ or 75%; $75\% \times \$1,500 = \$1,125.00$)
- ◆ Submit request to Central Payroll by the "P" date for payroll processing