

## Determination of Eligibility for Incentive Pay

### 1001.1 PURPOSE AND SCOPE

The purpose of this procedure is to determine employee eligibility for incentive pay, and to create a procedure by which the employee may apply and receive any incentive pay for which they currently qualify.

### 1001.2 POLICY

1. Employees shall have the opportunity to receive pay enhancements, known as "Incentive Pay," for the following achievements in education or professional certification (note "" the following incentives shall be cumulative, but they shall not be compounded):

a. Five (5) percent for possession of an A.A. degree (or equivalent""60 semester units) b. Five (5) percent for possession of a B.A. or B.S. degree c. Five (5) percent for possession of an Intermediate P.O.S.T. Certificate d. Five (5) percent for possession of an Advanced P.O.S.T. Certificate e. Five (5) percent for possession of a Masters Degree

2. Evidence of eligibility for incentive pay shall include a copy of the AA, BA/BS, and Masters Degree or transcripts (60 units), copies of an intermediate P.O.S.T. Certificate or Advanced P.O.S.T. Certificate.

Employees are required to present a copy of all documents showing eligibility to the Commander of the Bureau of Professional Standards. The Commander shall make written note that all required paperwork has been received then all copies will be forwarded to Human Resources. The Bureau of Professional Standards will not maintain transcripts or any hard copies of documents submitted. Human Resources, after receiving evidence of eligibility, will complete and forward a Personnel Change Notification (PDN) to the Professional Standards Commander for signature. The Commander shall approve the incentive pay by signing the PDN and returning it to Human Resources.

3. Employees will become eligible for education incentives based upon the time of the month the submission of evidence of eligibility is received by Human Resources. Employee will begin receiving the education incentives the first qualifying pay period immediately following the submission of evidence of eligibility.

### 1001.3 PROFESSIONAL CERTIFICATES

The following information regarding how to obtain POST Certificates was extracted from the POST website. This information explains the criteria for determining an employee's eligibility to receive a basic, intermediate or advanced certificate. Attached is a copy of the POST Certificate Application (form POST 2-116) to be completed by the employee and signed by the Department Head or designee. Copies of appropriate evidence of eligibility should be attached when applying.

Professional Certificates

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- **The Regular or Specialized Basic Certificate:** In addition to the requirements set forth in paragraphs 1-2, 1-3 and 1-4 (of the POST Administrative Manual " Section F), the applicant for the award of the Regular or Specialized Basic Certificate must:

(a) If employed after January 1, 1988, have satisfactorily completed the period of probation, of no less than one year, as attested to by the department head. An applicant must acquire the certificate upon completion of probation but within 24 months of date of hire. If the local probation period is 24 months, an additional 3 months shall be allowed for obtaining the certificate. For officers employed before January 1, 1988, they must have completed a period of satisfactory service of no less than one year. The Executive Director shall have the authority to determine the manner in which the time periods are calculated, when there is change of employers, injury, illness, or other such extraordinary circumstances over which the applicant or department may have little or no control.

(b) Have satisfactorily met the appropriate POST Basic Course training requirement. The certificate shall include the applicant's name and experience category of the employing agency.

**The Regular or Specialized Intermediate Certificate:** In addition to the requirements set forth in paragraphs 1-2, 1-3 and 1-4, the applicant for the award of the Regular or Specialized Intermediate Certificate must:

(a) Possess or be eligible to possess a basic certificate; and

(b) Satisfy the prerequisite basic course training requirement as described in PAM, Section 1005(a), and have acquired the training and education points and/or the college degree designated and the prescribed years of law enforcement experience in one of the following combinations:

Minimum Training Points Required	15	30	45		
Minimum Education Points or Degree Required	15	30	45	Associate Degree	Baccalaureate Degree
Years of Law Enforcement Experience Required	8	6	4	4	2

- **The Regular or Specialized Advanced Certificate:** In addition to the requirements set forth in paragraphs 1-2, 1-3 and 1-4, the applicant for the award of the Regular or Specialized Advanced Certificate must:

(a) Possess or be eligible to possess an intermediate certificate; and

(b) Satisfy the prerequisite basic course training requirement and have acquired the training and education points and/or the college degree designated and the prescribed years of law enforcement experience in one of the following combinations:

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Minimum Training Points Required	30	45			
Minimum Education Points or Degree Required	30	45	Associate Degree	Baccalaureate Degree	Masters Degree
Years of Law Enforcement Experience Required	12	9	9	6	4

- **The Regular or Specialized Supervisory Certificate:** In addition to the requirements set forth in paragraphs 1-2, 1-3 and 1-4, the applicant for the award of the Regular or Specialized Supervisory Certificate must:
  - (a) Possess or be eligible to possess an intermediate certificate; and
  - (b) Have no less than 60 semester units (see subparagraph F-1-4.b.); and
  - (c) Satisfactorily meet the training requirement of the Supervisory Course; and
  - (d) Have served satisfactorily for a period of two years as a first-level supervisor, middle manager, assistant department head, or department head as defined, respectively, in Sections 1001 (n), (s), (f), and (l) of the Regulations. The certificate shall include the applicant's name, official title, and name of employing jurisdiction or agency.
- **The Regular or Specialized Management Certificate:** In addition to the requirements set forth in paragraphs, 1-2, 1-3 and 1-4, the applicant for the award of the Regular or Specialized Management Certificate must:
  - (a) Possess or be eligible to possess an advanced certificate; and
  - (b) Have no less than 60 semester units and (see subparagraph F-1-4. b.);
  - (c) Satisfactorily meet the training requirement of the Management Course; and
  - (d) Have served satisfactorily for a period of two years as a middle manager, assistant department head, or department head as defined, respectively, in Sections 1001 (s), (f), and (l) of the Regulations. The certificate shall include the applicant's name, official title and name of employing jurisdiction or agency. When a holder of a Management Certificate transfers as an assistant department head or middle manager to another jurisdiction, a new certificate may be issued upon request, as provided for in PAM, Section F-3, displaying the name of the new jurisdiction.
- **The Regular or Specialized Executive Certificate:** In addition to the requirements set forth in paragraphs 1-2, 1-3 and 1-4, the applicant for the award of the Regular or Specialized Executive Certificate must:
  - (a) Possess or be eligible to possess an advanced certificate; and

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- (b) Have no less than 60 semester units (see subparagraph F-1-4. b.); and
- (c) Satisfactorily meet the training requirements of the Executive Development Course; and
- (d) Have served satisfactorily for a period of two years as a department head as defined in Section 1001 (l) of the Regulations.

The certificate shall include the applicant's name, official title and name of employing jurisdiction. When a holder of an Executive Certificate transfers as a department head to another jurisdiction, a new certificate may be issued upon request as provided for in PAM, Section F-3, displaying the name of the new jurisdiction or agency.

1001.3.1 CERTIFICATE APPLICATION

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