

# *Education Incentive Program*

## **Purpose:**

The City of Tifton has organized the Education Incentive Program to attract and retain qualified personnel for employment with the City. This program is intended to help broaden the knowledge of employees in their fields and to provide an additional avenue for career advancement with the City.

## **Policy:**

The Human Resources Director or his/her designee will oversee the Education Incentive Program and final approvals will be made at the discretion of the City Manager. This program is available to those who wish to voluntarily advance their education; this does not apply towards required training pertaining to an employee's current position. Applying applicants must follow all necessary procedures to be reviewed for acceptance of eligibility for the incentive program, as well as receiving monies through the program. Incentives will be distributed based on level of degree. Approval of participation for the program is not guaranteed for any employee and it will be funded as the City's annual budget permit.

## **Eligibility:**

- Any full-time City employee who has been employed for a consecutive minimum of twelve (12) months, in good employment standing with the City of Tifton, and no gross misconduct disciplinary actions within the previous twelve (12) months.
- Must adhere to the terms of continuing employment for at least twelve (12) months following the award of funds.
- Employees should complete an Educational Incentive Program Application three (3) months prior to the degree being rewarded. If an employee does not meet the deadline for approval, their application may be denied at the discretion of the Human Resources Director and City Manager.

## **Educational Guidelines:**

- The selected educational track must be related to the employee's current position or career advancement path with the City of Tifton.
- Courses taken must be towards accomplishing a degree (i.e. Associates, Bachelors or Masters).
- Courses shall be provided by an accredited college, university or technical school that has been recognized by the Southern Association of Colleges and Schools ([sacscoc.org](http://sacscoc.org)).
  - a) The courses must be face-to-face being held on a physical campus/school.
  - b) Online courses are permissible only if the coursework is being taken from an institute with a physical campus.
- Employees end their course work with a final minimum GPA of a 2.0 or higher.
- All courses must be completed on the employee's personal time that does not conflict with their work schedules. Only personal devices are to be used unless otherwise approved by the IT Director and the Human Resources Director.

**Education Incentive Bonus:**

Once all coursework is completed the employee must submit an official transcript reflecting the final grade for each course within thirty (30) days of being rewarded the degree. The employee will be awarded based upon the following:

Associate's Degree - \$750

Bachelor's Degree - \$1,500

Master's Degree - \$2,000

The Education Incentive reward can be denied if guidelines of the Education Incentive Program are not met.

If an employee has received the funds, but fails to continue employment with the City of Tifton for twelve (12) consecutive months after receipt of funds, those funds shall be refunded. The amount due back to the City of Tifton will be a pro rata amount based on amount of service after receiving the reward. Stipulations of how much has to be returned and deadlines will be determined by the Human Resources Director in writing to the employee.

***Applications and Incentives are granted per fiscal year given acceptance of budget.***



# Education Incentive Program Application

\_\_\_\_ Approved

\_\_\_\_ Denied

Date of Decision: \_\_\_\_\_

## Applicant Information

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Title: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email: \_\_\_\_\_

Date of Full-Time Employment: \_\_\_\_\_

College/University: \_\_\_\_\_

Current GPA: \_\_\_\_\_

Graduation Date: \_\_\_\_\_

Degree Type (circle one): Associates      Bachelors      Masters

How will you apply this degree to your current position or future career path with the City of Tifton?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### DO NOT COMPLETE – HR USE ONLY

Has the applicant ever received funds from the Educational Incentive Program?  Yes  No

Has the employee been employed for at least 12 months?  Yes  No

Does the employee have any disciplinary actions within the past 12 months?  Yes  No

If Yes, please explain: \_\_\_\_\_

Date completed application was received: \_\_\_\_\_

Final GPA: \_\_\_\_\_

Is the College or University Accredited with a physical campus available:  Yes  No

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Department Head: \_\_\_\_\_

Date: \_\_\_\_\_

HR Director: \_\_\_\_\_

Date: \_\_\_\_\_

City Manager: \_\_\_\_\_

Date: \_\_\_\_\_