



**City of Hampton
PERSONNEL ADMINISTRATIVE INSTRUCTION**

DATE: September 1, 2004	CHAPTER: 5	PAI No. 4
REFERENCES: Section XXIII, D	SUBJECT: Fire and Rescue Division Educational/Certification Incentive Pay	

I. General:

Permanent, full-time uniformed Fire and Rescue Division employees shall be paid educational/certification pay. Educational/certification incentive pay categories are not cumulative, i.e. each employee shall be paid for one category at a time. Payment of the educational/certification incentive pay shall be discontinued effective the date the employee no longer meets the criteria for such pay. Education is creditable only when directly applicable and received from an institution that is approved by a regionally or nationally recognized accrediting agency. Directly applicable education shall be defined as course work in Fire Science, Fire Administration, or related field of study determined by the Fire Chief. Credit will be given for completed degrees only.

II. Procedures:

It shall be the responsibility of the employee to submit a Request for Educational or Certification Incentive Pay form with all appropriate supporting documentation to the Fire Chief once all applicable eligibility criteria has been met. The Fire Chief shall determine the approval or disapproval for each request as well as the effective date for approved educational/certification incentive payments. Retroactive pay will not be granted should the employee fail to initiate a request for educational/certification incentive payment in a timely manner once eligible. The Fire Chief's approval and any applicable documentation shall be made part of the employee's official personnel record and maintained by the Department of Human Resources.

Educational/certification incentive pay shall be added to the employee's annual salary and become part of base pay for the purpose of computing overtime, holiday pay, workers' compensation payments, insurance, and retirement benefits.

III. Educational/Certification Incentive Amounts:

Permanent, full-time uniformed Fire and Rescue Division employees shall be paid educational or certification incentive pay in accordance with the following schedule:

- A. A total of six hundred dollars (\$600.00) per year upon satisfactory completion of an Associate's degree in a job-related field of study as identified by the Fire Chief.

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- B. A total of seven hundred dollars (\$700.00) per year upon satisfactory completion of a Bachelor's degree in a job-related field of study as identified by the Fire Chief.
- C. A total of twenty-two hundred dollars (\$2,200.00) per year upon satisfactory completion of a Master's degree in a job-related field of study as identified by the Fire Chief AND ten (10) years of employment in a uniformed Fire and Rescue Division position with the City of Hampton.
- D. A total of sixteen hundred dollars (\$1,600.00) for a Virginia EMT-I certification AND five (5) years of employment in a uniformed Fire and Rescue Division position with the City of Hampton. Must receive and maintain status as a released primary medic to be eligible.
- E. A total of four thousand dollars (\$4,000.00) for a Virginia EMT-P certification. Must receive and maintain status as a released primary medic to be eligible.
- F. A total of twenty-two hundred dollars (\$2,200.00) for a Virginia EMT-I certification, an Associate's degree in a job-related field of study as identified by the Fire Chief, AND five (5) years of employment in a uniformed Fire and Rescue Division position with the City of Hampton. Must receive and maintain status as a released primary medic to be eligible.
- G. A total of twenty-three hundred dollars (\$2,300.00) for a Virginia EMT-I certification, a Bachelor's degree in a job-related field of study as identified by the Fire Chief, AND five (5) years of employment in a uniformed Fire and Rescue Division position with the City of Hampton. Must receive and maintain status as a released primary medic to be eligible.
- H. A total of thirty-eight hundred dollars (\$3,800.00) for a Virginia EMT-I certification, a Master's degree in a job-related field of study as identified by the Fire Chief, AND ten (10) years of employment in a uniformed Fire and Rescue Division position with the City of Hampton. Must receive and maintain status as a released primary medic to be eligible.
- I. A total of forty-six hundred dollars (\$4,600.00) for a Virginia EMT-P certification AND an Associate's degree in a job-related field of study as identified by the Fire Chief. Must receive and maintain status as a released primary medic to be eligible.
- J. A total of forty-seven hundred dollars (\$4,700.00) for a Virginia EMT-P certification AND a Bachelor's degree in a job-related field of study as identified by the Fire Chief. Must receive and maintain status as a released primary medic to be eligible.

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- K. A total of sixty-two hundred dollars (\$6,200.00) for a Virginia EMT-P certification, a Master's degree in a job-related field of study as identified by the Fire Chief, AND ten (10) years of employment in a uniformed Fire and Rescue Division position with the City of Hampton. Must receive and maintain status as a released primary medic to be eligible.

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CITY OF HAMPTON FIRE AND RESCUE DIVISION REQUEST FOR EDUCATIONAL OR CERTIFICATION INCENTIVE PAY

Employee Name: (Please Print)

Employee Number:

PLEASE ATTACH ALL SUPPORT DOCUMENTATION WITH THIS REQUEST

Educational/Certification Incentive Pay Requested: (Check One) *See PAI 5.4 for specific criteria*

- Associate's Degree – *no minimum time requirement* (\$600)
- Bachelor's Degree - *no minimum time requirement* (\$700)
- Master's Degree **AND** ten (10) years of employment in a uniformed Fire and Rescue Division position with the City of Hampton (\$2,200)
- Virginia EMT-I Certification **AND** five (5) years of employment in a uniformed Fire and Rescue Division position with the City of Hampton (\$1,600)
- Virginia EMT-P Certification (\$4,000)
- Virginia EMT-I Certification, Associate's Degree **AND** five (5) years of employment in a uniformed Fire and Rescue Division position with the City of Hampton (\$2,200)
- Virginia EMT-I Certification, Bachelor's Degree **AND** five (5) years of employment in a uniformed Fire and Rescue Division position with the City of Hampton (\$2,300)
- Virginia EMT-I Certification, Master's Degree **AND** ten (10) years of employment in a uniformed Fire and Rescue Division position with the City of Hampton (\$3,800)
- Virginia EMT-P Certification **AND** Associate's Degree – *no minimum time requirement* (\$4,600)
- Virginia EMT-P Certification **AND** Bachelor's Degree – *no minimum time requirement* (\$4,700)
- Virginia EMT-P Certification, Master's Degree **AND** ten (10) years of employment in a uniformed Fire and Rescue Division position with the City of Hampton (\$6,200)

Employee's Signature

Contact Number

Date

TO BE COMPLETED BY THE FIRE CHIEF OR DESIGNEE

Approved

Disapproved

Effective Date _____

Reason for Disapproval:

Fire Chief or Designee - Signature

Date

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