

MONTEREY REGIONAL WATER POLLUTION CONTROL AGENCY
Personnel Policies and Procedures

CAREER INCENTIVE PROGRAM

No.	220.5
Effective Date:	May 2015
Revision Date:	July 1, 2016
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Applicability

All employees must obtain the required level of degree before they can be promoted to any other position for which they desire to apply, including both promotional and lateral transfers, in order to be eligible for consideration for such promotions or lateral transfers.

Reimbursement of Costs

MRWPCA will reimburse personnel for the costs of taking certain correspondence and other types of educational courses related to their current or most probable future position (Reference Policy 311, Employee Training and Development Program).

Education Incentive

Inasmuch as MRWPCA benefits by having employees with degrees in their current and/or related positions, MRWPCA would like to encourage all of its personnel to obtain such degrees.

Furthermore, the early receipt of a degree is also advantageous as it provides rapid development of employee job knowledge.

With these goals in mind, the following program is provided:

1. MRWPCA will reimburse employees for the costs for taking correspondence and other types of courses that assist in achieving the degree required by the current or most probable future position. For more information regarding reimbursement, refer to Policy 311, Employment Training and Development Program.
2. As an incentive to accelerate the receipt of a degree in the employee's current field and in lieu of a step increase for obtaining higher education, the following one-time bonus will be paid for receipt of a degree in their current field for the following level:

PROGRAM A

Completion of an accredited AA/AS degree - \$200

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3. As an incentive to encourage employees to acquire a degree in the employee's current field above what is listed in their job description, the following will be paid for receipt of a degree in their current field for each of the following levels:

PROGRAM B

Completion of four-year degree from an accredited college/university – 2.5%
Completion of a degree beyond a four-year from an accredited college/university – 3.5%

4. For probationary employees, bonuses and related incentives will not be paid until the employee completes the initial MRWPCA probationary period for new employees.
5. Employees can qualify for either the **Career Incentive Program or the Certification Incentive Program**, not both.
6. To avoid confusion as to which incentive programs are authorized for bonuses and at what level, the employee must receive prior approval of the Supervisor/Department Manager and the General Manager or designee before starting the program.
7. If any employee's request has been disapproved at one level, it may be appealed through the Problem Solving Procedure set forth in the Employee Handbook.