

AN ORDINANCE OF THE CITY OF OSAGE BEACH, MISSOURI, AMENDING CHAPTER 125 HUMAN RESOURCE SYSTEM (PERSONNEL) RULES AND REGULATIONS – EDUCATION INCENTIVE.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF OSAGE BEACH, MISSOURI AS FOLLOWS:

Section 1. That the Code of Ordinances of the City of Osage Beach, in Chapter 125, specifically Section 125.050 Education Incentive -, Item G #4 – Education Incentive are hereby enacted with amendments as set forth below with new material set out in red and deleted material struck as follows:

Section 125.050. Pay and Compensation.

G. Individual Employee Pay Adjustments. Individual pay adjustments may be made in any of the following ways:

- 4. **Education Incentive.** Refer to policy dated ~~01-01-2009~~ **06/1/2022**

Section 2. Copy of Policy EDUCATION INCENTIVE POLICY attached is ratified and adopted as if fully set out in this bill.

Section 3. After passage and approval by the Mayor this Ordinance shall be in full force and effect beginning on June 1, 2022

READ FIRST TIME: April 17, 2022

READ SECOND TIME: May 19, 2022

I hereby certify that the above Ordinance No. 22.24 was duly passed on May 19, 2022, by the Board of Aldermen of the City of Osage Beach. The votes thereon were as follows:

Ayes: 5

Nays: 0

Abstain: 0

Absent: 1

This Ordinance is hereby transmitted to the Mayor for his signature.

5.19.2022
Date

Tara Berreth
Tara Berreth City Clerk

Approved as to form:

Edward Rucker
Edward Rucker, City Attorney

I hereby approve Ordinance No. 22.24

5.19.2022
Date

Michael Harmison
Michael Harmison, Mayor

ATTEST:

Tara Berreth
Tara Berreth, City Clerk



CITY OF OSAGE BEACH
EDUCATION INCENTIVE POLICY

Effective ~~January 1, 2009~~ June 1, 2022

CITY OF OSAGE BEACH
EDUCATION INCENTIVE POLICY

City of Osage Beach Education Incentive Policy Statement

The City of Osage Beach recognizes the benefits of continuing education and special training. In recognition of developmental achievements, employees who become certified by a recognized and accredited certification program, or who earn an associate's, bachelor's, or graduate degree are rewarded with educational incentive pay.

Policy and Procedures

1. Application

All full-time employees are eligible for educational incentive pay. Employees must be in 'good standing' and rated at satisfactory or above on the most recent performance evaluation. Degrees/certificates must be from an accredited educational institution.

2. Policy and Procedures

A. Education incentives do not apply to those degrees/certificates which are requirements and/or conditions of employment.

B. Attainment of a second degree at an equivalent level does not qualify for education incentive.

C. Educational Incentive Pay will adhere to the following schedule:

Associate's Degree	\$250.00	500.00
Bachelor's Degree	\$500.00	1,000.00
Master's Degree	\$750.00	1,500.00
First Responder Certificate (excluding Ambulance)	\$125.00	
EMT Certification (excluding Ambulance)	\$375.00	
CDL Driver's License (Public Works)	\$ 75.00	500.00
Cross Training Certificate	\$250.00	500.00
Backflow Prevention	\$ 75.00	
Registered Flagger	\$ 75.00	
Water License - 1 level above job requirement	\$ 75.00	
Water License - 2 levels above job requirement	\$150.00	
Water License - 3 levels above job requirement	\$225.00	
Water License - 4 levels above job requirement	\$300.00	
Wastewater License - 1 level above job requirement	\$ 75.00	
Wastewater License - 2 levels above job requirement	\$150.00	
Wastewater License - 3 levels above job requirement	\$225.00	
Wastewater License - 4 levels above job requirement	\$300.00	
Specialized Training (Per Area-All Depts.)	\$250.00	500.00

~~D. Requests for Incentive Pay for Associate's, Bachelor's, or Master's Degree must be done through the Education Incentive Request form. Requests for Incentive Pay for all other certificates and/or training must be done through the Incentive Pay Request form.~~

- E. **D.** Certification and license incentives will only be paid when all of the following conditions have been met:
- a. The certificate or license is above what is required by the position's job description and is determined to be beneficial to the City. Incentive for CDL licensure is an exception to this requirement.
 - b. The certificate or license is kept current, including completing coursework or passing an examination if required to maintain active or current status.
 - c. If certificates do not have an expiration date the certification will be reviewed every three years to determine that the employee has kept current with certification through training and still meets all other criteria.
 - d. The employee is willing and able to satisfactorily perform the duties represented by the certificate or license.
 - e. The employee has successfully completed his/her probationary period, is in 'good standing', and rated at satisfactory or above at the most recent performance evaluation.
 - f. The employee's Department Manager and the City Administrator has reviewed the documentation and application submitted by the employee and has found that the provisions of this section have been met.
- F. **E.** Payments for education incentive shall be pro-rated and spread evenly over the pay periods in a calendar year. For example, if a degree/certificate is earned in June, payments during the year received will be pro-rated for that half of the year. If an employee leaves employment, payments cease and the employee has no right to any amounts not paid in the calendar year.
- G. **F** Maximum annual education incentive amount of ~~\$1,500~~ 3,000.00 per employee without prior approval from City Administrator.
- H. **G** Certificate incentive pay is contingent to annual appropriation by the Board of Aldermen.



EDUCATION INCENTIVE REQUEST

Date of Request

Employee Name

Name of Education Center

Degree/Certificate Awarded (Attach Certificate)

Date Degree/Certificate Awarded

Expiration Date (N/A if not applicable)

Department Head Comments: (Approval/Denial Recommendation on Award request, include details on how this Award request is above Job Description requirements and meets policy guidelines.)

Approved: Department Head

Date

Approved: City Administrator

Date

Payments shall be spread evenly over the pay periods in a calendar year. Therefore, if a degree/certificate is obtained in June, payments during the year received will be in an amount for one half of a year, not the amount for the total year. If an employee leaves employment, payments cease and the employee has no right to any amounts not paid in the calendar year.

Certification and license incentives will only be paid when the certification or license is above what is required by the position's job description and/or is beyond required law enforcement continuing education units. (Incentive for CDL licensure is an exception to this requirement.) Payment will continue only as long as the employee is willing and able to satisfactorily perform the duties represented by the certification, as needed for the benefit of the city and as determined by their department head.

I understand and agree to the above:

Awards will be based on the following:

Associate's Degree	\$ 500 per year	\$ 19.23 per pay period
Bachelor's Degree	\$ 750 per year	\$ 28.85 per pay period
Master's Degree	\$ 1,500 per year	\$ 57.69 per pay period
CDL Driver's License Class A (Public Works)	\$ 500 per year	\$ 19.23 per pay period
Cross Training Certificate (Per Area)	\$ 500 per year	\$ 19.23 per pay period
Specialized Training (Per Area)	\$ 500 per year	\$ 19.23 per pay period

Employee Signature

Payroll Effective Date

\$ _____ per pay period
Salary Increase to be Awarded