

Approved:



**City of Commerce, California**  
**Human Resources Policy and Procedure Manual**

*Michael Cox*  
Human Resources Director

*[Signature]*  
City Administrator

Number: IV-6 Effective Date: 04/01/14

**SUBJECT: EDUCATION INCENTIVE BONUS – FULL TIME EMPLOYEES**

**PURPOSE:**

To establish qualifications for full-time City of Commerce employees in regards to the Education Incentive Bonus.

**POLICY:**

- a. Employee Qualifications: To qualify for the Education Incentive Bonus, the employee must be employed on a full-time basis, and must have satisfactorily completed any applicable training or probationary period. Dual degrees would not qualify for the Education Incentive Bonus. City Councilmembers, City Council appointees, Department Heads and Assistant Department Heads are not eligible for the Education Incentive Bonus.

The degree must be from an accredited college or university, must be job related, and must be above the required level (recommended level listed on the classification specification for flexible minimum requirement positions) of education for the position occupied by the employee. Once deemed eligible, the employee would continue to receive the Education Incentive Bonus until: the employee changes job classification and the job classification either requires the degree or the degree is not related to the new job; the position description relating to the minimum educational level for the classification is changed; the employee is no longer on the payroll of the City of Commerce; or the City exercises its option to discontinue or modify the Education Incentive Bonus Program.

The Education Incentive Bonus will consist of a fixed monthly salary increase of \$50 for each degree earned beyond the requirements for the classification, not to exceed two-hundred (\$200) dollars per month, e.g. if no degree is required, a total of \$50 per month for Associate degree, a total of \$100 per month for Bachelor's degree, a total of \$150 per month for Master's degree, and a total of \$200 per month for a Ph.D.

- b. Procedures for Requesting Education Incentive Bonus: Upon receipt of a degree from an accredited college or university, before or after the adoption of this policy, which exceeds the required educational level for his/her classification, the employee must fill out and submit an Education Incentive Bonus Request Form

and a clear, legible copy of the degree, to the Human Resources Department. The Human Resources Department will review the request, obtain degree confirmation, and advise the Finance Department regarding the eligibility for, and amount of, the Education Incentive Bonus. The effective date of the Education Incentive Bonus pay will be the date specified on the actual degree but no earlier than the date this policy is adopted.