

COLLEGE INCENTIVE PAY PROGRAM – SWORN PERSONNEL

POLICY:

It is the policy of the Omaha Police Department (OPD) to comply with the College Incentive Pay Program procedures as prescribed in the employee's respective collective bargaining agreement(s) (CBA).

PROCEDURE:

I. Eligibility

- A. The City will pay for advanced educational incentive for all sworn employees of the Police Department who meet the qualifications as determined by their CBA.
- B. Each employee who has obtained a qualifying degree as described in the respective CBA will receive college incentive pay as specified in that agreement.

NOTE: Employees are entitled to receive college incentive pay for only the highest degree obtained by the employee.

II. Employee Responsibilities

- A. As soon as an employee meets the eligibility guidelines outlined above the employee shall:
 - 1. Notify the Employment Division of the City of Omaha Human Resources Department that the employee possesses a college degree and the type of degree.
 - a. This notification shall be submitted via email or in writing via an Inter-Office Communication that includes the following:
 - (1) Please be advised that I currently possess a _____ degree and have met the eligibility requirements necessary (as outlined in Omaha Police Department policy and the respective collective bargaining agreement) to begin receiving college incentive pay. I understand that I must have an official transcript mailed to the Employment Division of the City of Omaha Human Resources Department, by the college/university from which I obtained my degree. Upon receipt and processing of my official transcript, I will begin receiving College Incentive Pay.
 - b. Married employees shall submit maiden name, if name is different from that listed on the official transcript.
 - 2. Submit an official college transcript to the City of Omaha Human Resources Department.
 - a. This transcript **MUST** come from the college or university where the degree was obtained.
 - NOTE:** The Employment Division will only accept official transcripts mailed **DIRECTLY** from the college or university to the Employment Division of the City of Omaha Human Resources Department.
 - 3. Upon receipt of the transcripts Employment Division staff will process the request.
 - a. If problems occur, individuals will be notified of the problem.

- b. College transcripts shall be kept on file by City Human Resources and shall be used to track college incentive payments and to compute college points for future promotional eligibility and/or promotional testing calculations.
4. City Human Resources is not responsible for contacting the college or university to request an official transcript.
 - a. It is the responsibility of the OPD employee to see that the required transcript is submitted to the Employment Division directly from the college or university.
5. OPD employees are responsible for any fees needed to obtain transcripts.

NOTE: Fees will not be reimbursed by the City.

B. Transcripts shall be mailed to the address below:

1. Employment Division
City of Omaha - Human Resources Department, Suite 506
Omaha/Douglas County Civic Center
1819 Farnam Street
Omaha, NE 68183

REFERENCES:

I. Previous OPD Orders

- A. Previous General Orders include the following: #57-99, #19-00, and #38-10.

II. Accreditation Standards

- A. CALEA Accreditation Standards: 22.2.9.

III. Other

- A. PPM Update #12-2017.