

**CITY OF NEW ORLEANS CIVIL SERVICE FORM
EMPLOYEE REQUEST FOR EDUCATIONAL INCENTIVE PAY**

This form is to be completed by non-exempt (hourly) employees who possess academic degrees above those required for their position. Employees must be in a position with a pay grade of 69 or below and cannot have received extraordinary qualifications pay for the possession of the same or equivalent level degree. Submit this form by email to mmoore@swbno.org or to the Human Resources Department at 625 St. Joseph St. Rm 101 and we will submit it to Civil Service on your behalf.

Your name: _____

Classification: _____

Department: _____

Email address: _____

Degree Type (Associates, Bachelors, etc.): _____

College or University*: _____

Date Earned: _____

*Institutions must be accredited as a College/University by a **regional agency** that is recognized by the US Dept. of Education (USDOE). Degrees from Occupational Educational Institutions will not be accepted.

Were you awarded extraordinary qualifications pay in any classification for possessing this education?

Yes

No

My current job classification is:

Hourly

Salaried

Your signature: _____ **Date:** _____

I certify that I have viewed this employee's original degree or official college transcript.

Appointing Authority/HR Officer Signature: _____

Appointing Authority Name/HR Officer name (Please print): _____

Non-exempt employees at pay grade 69 and below are eligible for a special rate of compensation upon completion of academic levels in accordance with the following provided that such education was not a minimum qualification for entry into the employee's current position or job series or used to award extraordinary qualifications pay.

Additionally:

- Employees are limited to one premium based upon the highest degree received.
- The Annual Premium is pro-rated over a year, is not paid in a lump sum, and will be removed from terminal leave calculations.
- The effective date of the special rate shall be the first Sunday of the month following the submission of this form and a copy of the diploma or transcript indicating graduation date to Civil Service.
- The special rates of pay apply only to those institutions who are accredited as a College or University by regional agency that is recognized by the US Dept. of Education (USDOE). Degrees from Occupational Education Institutions will not be accepted.
- The Director of Personnel shall reserve the right to determine a qualifying institution and/or qualifying degree under these guidelines.

Associate's Degree: 2.5%

Bachelor's Degree: 5%

Graduate Degree: 7.5%

***** You are required to attach a copy of your degree or transcript indicating your graduation date to this document*******