

GENERAL ORDER 23.4.1

Higher Education

GENERAL ORDER CROSS-REFERENCE: None.

SUMMARY

Establishes procedures and policies on educational leave, tuition reimbursement, educational incentive pay, and consideration of shift preference for employees attending college.

DISCUSSION

The Springfield Police Department strongly encourages its employees to further their education and obtain a minimum of a bachelor's degree.

POLICY

I

The Department offers a tuition reimbursement program for higher education courses. Members seeking tuition reimbursement shall submit a memorandum to the Department's Professional Standards and Training Sergeant, including the course title description a copy of the grade card received by the student and a receipt for the amount of tuition paid. The amount of reimbursement is governed by Association Agreement for Association personnel, OPEU Contract for OPEU members and City Policy for all other personnel.

The training officer shall review the submitted documents to determine if the criteria for reimbursement has been met and shall inform the member when it does not. The Professional Standards and Training Sergeant shall maintain records of all reimbursement transactions.

Courses shall be approved for reimbursement based upon their relationship to career enhancement and development. Courses directed at personal interests such as music, sculpture, vocational classes, etc., will not be approved for reimbursement. Members having questions about a course approved shall contact the Professional Standards and Training Sergeant prior to taking the course.

II

The Department maintains an incentive pay program for Association members, sergeants, and records supervisor. Under this program, an Association member with a 4 year degree earns an additional 5% above their normal pay step.

III

The Springfield Police Department does not guarantee employees who desire leave from work to attend school. Those employees wishing to do so shall follow the Springfield City personnel manual entitled Leave of Absence Without Pay or the Association Agreement or OPEU Contract. These requests must be in writing and be approved by the Chief of Police and City Manager.

Richard L. Lewis
Chief of Police