



# SARPY COUNTY

## FOP SWORN: ADVANCED EDUCATIONAL INCENTIVE REQUEST FORM

### Instructions:

1. Employees must complete this form and submit proof of degree prior to payment.
2. Submit completed form to Sheriff (designee / Administrative Captain or Lieutenant).

Please refer to respective labor agreement for limits, restrictions, or other provisions that may apply.

### EMPLOYEE INFORMATION

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Job Title: \_\_\_\_\_ Date of Hire: \_\_\_\_\_

In what field is your degree? \_\_\_\_\_

From what accredited institution did you obtain your degree?  
\_\_\_\_\_

Select type of degree (select 1):

- Associate's (N/A)     Bachelor's (\$50 pm)     Master's (\$60 pm)

### EMPLOYEE AUTHORIZATION

I have read and understand Article 28, Section 4 of the F.O.P. Sworn Contract. I further understand that to be eligible, I must be considered a tenured employee under the F.O.P Sworn contract. Additionally, advanced educational incentive pay is not subject to cumulative degrees; i.e. no multiple degree payments. Advanced educational incentive pay is not subject to retroactive processing; payment will commence the month following the month when the request has received final approval. For evaluation and determination that degree completion meets requirements, I have attached the following (select one):

- Official transcript indicating degree has been awarded;  
 Copy of diploma that indicates degree has been awarded; or  
 Other documentation.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

### APPROVALS

Sheriff/designee:  Approve     Deny    Signature: \_\_\_\_\_

Reason for denial: \_\_\_\_\_

Human Resources:  Approve     Deny    Signature: \_\_\_\_\_

Reason for denial: \_\_\_\_\_

### PROCESSING

Payroll: Effective Pay Date: \_\_\_\_\_ Signature: \_\_\_\_\_