

CITY OF ELIZABETH CITY

Fringe Benefits:

September 1, 2024

EMPLOYEE DEVELOPMENT AND TRAINING POLICY

The City of Elizabeth City is committed to fostering the professional growth and development of its employees. To this end, employees are encouraged to pursue continuing education and training opportunities that enhance their skills and job performance.

****Financial Assistance for Education and Training:****

The city may provide financial assistance for employees who successfully complete job-related courses or special training programs. This assistance may cover tuition, books, lodging, and registration fees, subject to the availability of funds and the prior approval of the City Manager.

****Eligibility Criteria:****

To qualify for financial assistance and any potential pay increase related to certifications, the following conditions must be met:

1. The course must be a basic requirement set by the state.
2. The course must include a formal test sanctioned by the state or leading to certification.
3. The course must be mandatory for the employee to continue performing their current duties under their present title.

****Approval Process:****

Before signing the approval form for payment, the Department Director will thoroughly research the course in question to ensure it meets all the required criteria. The Employee will receive a \$1,500 salary increase for completing the certification process.

These courses will receive \$2,000 salary increase for the extensive platform requirements:

****Public Executive Leadership Academy (PELA) – University of North Carolina at Chapel Hill**

Educational Incentives Policy-Cont.

**Municipal and County Administration Course – University of North Carolina at Chapel Hill

**FBI Law Enforcement Executive Development Association “Trilogy” (FBI-LEEDA)

**Being multilingual (must be able to speak, read, and write)

**** Educational Incentives Policy**

Upon the successful completion of the following degrees, employees of the City of Elizabeth City will receive the following annual salary increases: To qualify for the salary increases associated with degree completion, employees must meet the following conditions:

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1. ****Grade Requirement:**** Employees must provide proof of having earned a grade of ****C or above**** in their courses.

2. ****Tuition Payment:**** Employees must have personally paid their tuition costs. Tuition covered by grants or scholarships does not qualify for the salary increase.

- ****Associate Degree:**** \$1,500 increase
- ****Bachelor’s Degree:**** \$3,000 increase
- ****Master’s Degree:**** \$4,500 increase
- ****Doctorate Degree:**** \$6,000 increase

These increases are standardized across all employees, regardless of their current salary levels. This ensures that every employee who achieves these educational milestones receives the same financial recognition, promoting fairness and equality in compensation.

The City of Elizabeth City believes that investing in the education and training of its employees not only benefits the city but also enhances employees' success and performance evaluations, contributing to their long-term career development.

Educational Incentives Policy

If an employee leaves their position with the City of Elizabeth City within two years of receiving a salary increase for completing an educational degree, they will be responsible for repaying the amount of the increase to the city. This policy ensures that the city's investment in employee education is mutually beneficial and sustained over time.

Monica S. Cole

Chief of Staff

Policy Updated: August 26, 2024