

I. Educational Incentive Program (Steps A – I)

Managers shall be granted a one-step salary increase on the first of the month which is concurrent with or immediately following the satisfactory completion and verification of twelve (12) semester units of credit from an accredited institution. Proof of satisfactory completion shall be provided by the eligible employee and forwarded to the office of Classification and Compensation, Human Resources. Only courses completed following appointment as a manager may be applied toward credit for salary step advancement under this provision.