

Educational Incentive Program

Each employee, who has successfully completed a four-course curriculum approved in advance by the Personnel Administrator, shall be entitled to an increase amount equal to the difference between their current pay step and the next pay step in the range (or, if at the maximum step in the grade, the difference between their current pay step and the pay step immediately prior in the range.) That increase is reflected as an additional amount included in the calculation of an employee's total rate of pay which is the basis for the bi-weekly rate of pay.

Persons first employed on or after July 1, 2001 shall be eligible to earn an unlimited number of increases during their careers, subject to the following provisions:

- Each earned increase shall be awarded for not more than four (4) years; and,
- Each employee may not commence additional training to earn additional increases, under this Program, until three years or more after final payment of the previously earned increase.
- Application for acceptance must be submitted for each job related course to the Training Section of the Department of Administration at least two (2) weeks prior to the start date of the course. When approved, the employee must successfully complete the course and provide copies of documents showing course completion to the Training Section.

Persons employed prior to July 1, 2001 may elect to either a) retain their original incentive credit increase throughout the course of his/her employment with the State or b) become eligible for an unlimited number of increases under the provisions outlined above by submitting written notice forfeiting the original incentive credit increase to the Department of Administration's Office of Training and Development. Once an employee makes the election to forfeit their original incentive credit increase and become eligible for an unlimited number of increases under the provisions outlined above, that election cannot be changed.

All training courses for which incentive credit is allowed must consist of a minimum of twenty-four (24) hours of instruction for one full credit. Training courses consisting of less than twenty-four (24) hours of instruction but not less than fifteen (15) hours will receive one-half (1/2) credit. Upon the completion of four (4) incentive credits, authorization will be made to the personnel office to process paperwork for the increase.

The In-Service Training Incentive Credit form may be obtained on the Division of Human Resources website at <http://www.hr.ri.gov>, the Office of Training & Development's website at <http://www.admin.ri.gov/otd/> or by contacting your human resources office.