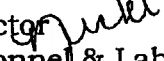


MEMORANDUM

State of Alaska
Department of Administration
Division of Personnel & Labor Relations

To: All Division of Personnel & Labor
Relations Staff

Date: August 12, 2010

From: Nicki Neal, Director 
Division of Personnel & Labor
Relations

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Subject: Education Incentive for Bachelors Degree – Correctional Officers
(CO) and Public Safety Units (AA/AP)

The purpose of this memorandum is to provide guidance on the application of the Education Incentive. For those eligible employees who have obtained a Bachelors degree, the education incentive allows a one-time step increase upon receipt of the appropriate documentation and verification that the degree was received from an accredited institution of higher education.

The Education Incentive is intended to provide a one-step increase that is considered earned. Subsequent personnel actions should be made as if the step awarded through the Education Incentive had been acquired through the appropriate length of acceptable service.

Employees are responsible for submitting the appropriate documentation that supports their eligibility. The documentation required is a copy of the Bachelors degree certificate/diploma or transcripts that clearly note that a Bachelors degree was obtained. After verification that the degree was received from an accredited institution, the employee shall be granted the next merit step or pay increment and the merit anniversary date or pay increment date shall remain unchanged.