



Human Resources Division

Salary Incentive Pay Request Form

Corrections Employees Only

Use this form to request Salary Incentive Pay or Corrections Lieutenant Certification Pay:

Salary Incentive Pay for Educational and Career Development

*All full-time certified Correctional Officers are eligible for salary incentive pay and will receive such pay in accordance with Florida Statutes 943.10(1) and (2), 943.22, and 110.402, Criminal Justice Standards and Training Commission Florida Administrative Code 11B-14.001-11B-14.005, Criminal Justice Standards and Training Commission Policies and Procedures Manual, Sections C-1 and C-2, Fraternal Order of Police (FOP 86) Contract Article 40.1, "Encouragement of Education" and 40.2, "Reimbursement", and Orange County Corrections Department Administration Order 304(V)(B). **Note:** Retroactive salary incentive payments are not authorized, pursuant to Section 943.22(2)(f), F.S.*

Corrections Lieutenant Certification Pay

Fraternal Order of Police Lieutenants Contract Article 18.2

Employee ID #: _____	Full Name: _____	Job Title: _____
Request Type: Select One	<input type="checkbox"/> Incentive Pay	<input type="checkbox"/> Lt. Certification Pay

Complete the information below based on your request and attach the required documentation:

Degree or Certificate Program Name:	Award Date:	Attach Degree, Transcript, or Certificate and Global Profile Sheet
Training Course Title:	Start Date – End Date:	Attach Global Profile Sheet
Training Course Title:	Start Date – End Date:	Attach Global Profile Sheet

Employee Signature _____ **Date** _____

Form Submission:

Once completed, this form and supporting documentation can be submitted to Human Resources:

- 1) Electronically via [Box.com](https://box.com),
- 2) By scanning the QR code, click Submit Documents, Upload Documents, then Other Documents
- 3) In person to one of our HR locations:
 - a. 450 East South Street, Orlando, FL 32801
 - b. 2012 East Michigan Street, Orlando, FL 32806
 - c. 2450 West 33rd Street, Orlando, FL 32839



DO NOT WRITE BELOW - HR USE ONLY

Date Request Received: _____	Eligible for Incentive: <input type="checkbox"/> Yes <input type="checkbox"/> No
HR Representative: _____	If No, Check Reason: <input type="checkbox"/> training program not eligible <input type="checkbox"/> missing documentation <input type="checkbox"/> other; attach email/memo

Incentive Pay Request Form Instructions

Overview:

In order to understand the requirements for requesting and receiving a salary incentive or certification payment, it is important that you review these instructions and program information carefully.

Upon Completion of Coursework or Training:

Submit the following documents to Human Resources electronically or in person:

- 1) The Salary Incentive Request Form. If you're submitting for more than two incentive pay courses, please complete a secondary Request Form to capture the additional incentive pay courses.
- 2) Global Profile sheet
- 3) Copy of degree, transcript, or certificate, if applicable

*Please note that retroactive salary incentive payments are not authorized, pursuant to Section 943.22(2)(f), F.S. Therefore, the Incentive or Certification Pay will be processed the pay period after the employee notifies HR that he/she has successfully completed a course or certificate program and submits the required documentation.

How to Obtain Your Global Profile Sheet:

Employees can retrieve their Global Profile Sheet by visiting <https://atms.fdle.state.fl.us/atms/shiroLogin.jsf> Click "Request Profile" and follow the directions. The Global Profile sheet will be sent to you via email.

Salary Incentive Payment

In accordance with Orange County Corrections Department Administration Order 304(V)(B)- *Educational Assistance Program and Advanced Incentive Pay* is intended to compensate full-time certified Correctional Officers for continued professional development. FDLE Rule 11B-14.003 Authorized Salary Incentive Payment provides the guidance for salary incentive payments. Here is a summary of how the program works:

- Sworn officers receive \$20 each month for each successfully completed 80 hour unit of Advanced Courses. Only FDLE approved salary incentive classes from a Commission-certified training school count toward these hours. You can receive up to a maximum of \$120 a month for these career development courses.
- You can also receive \$30 a month for completion of an accredited two year degree (or equivalent, 60 credit hours) and \$80 for an accredited four-year degree or higher. The maximum salary incentive money per month for combined educational and career development courses is \$130. You will not be compensated for two degrees of the same type, for example, two (2) associate degrees.

Corrections Lieutenant Certification Pay

Corrections Lieutenants may use this form to request certification pay for approved courses/certifications in accordance with the Fraternal Order of Police (FOP) Contract Article 18.2.

Contact Information:

Please contact Human Resources at 407-836-5661 or HumanResources@ocfl.net if you have any questions.