

MEMORANDUM OF UNDERSTANDING
by and between
CITY OF BELLEVUE, WASHINGTON
And
Bellevue Police Officers Guild

Education Incentive

This Memorandum of Understanding (MOU) is entered into by and between the City of Bellevue (City) and the Bellevue Police Officers Guild (Union), collectively referred to as the parties.

1. **Purpose.** The purpose of this MOU is to record the agreement between the City and Union related to amending the education incentive provision in the Parties' existing Collective Bargaining Agreement.
2. **Background.**

a. The City and the Union are Parties to a Collective Bargaining Agreement (CBA) that expired on December 31, 2025. The parties are currently in the process of negotiating a successor CBA.

b. Appendix B of the CBA reads:

APPENDIX "B" EDUCATION PREMIUM / TUITION REIMBURSEMENT

Section 1. Introduction. It is agreed between the parties that post high school education has intrinsic value to the officer as well as to the community. Therefore, premium pay based upon the employee's educational achievement(s) will be paid the employee as set forth herein.

Section 2. Approved Fields of Study. The following are recognized to be approved fields of study, in as much as each has been determined to have a beneficial relationship to police service, as follows:

1. Police Science (Law Enforcement)
2. Political Science (including History)
3. Sociology
4. Psychology
5. Community Service
6. Business Administration and Public Administration.
7. Other fields mutually agreed between the parties.

Employees in the bargaining unit who have obtained college credit in the aforementioned approved fields of study shall receive education premium pay as follows, based on the top step of the employee's rank base wage, effective the first pay period after the request for premium pay is received by the City.

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Eligibility to receive college incentive pay will be based on transcripts or other official reports provided by the employee and secured from accredited colleges and universities. During the hiring process, a thorough review will be completed by The Personnel Service Unit prior to recommending a college incentive pay.

If during the career of the employee, they declare intent to complete a four-year degree, a joint committee of the Guild and the City will pre-approve the transcripts and reports and pre-approve credits to determine eligibility to receive college incentive pay, subject to ultimate approval of the Police Chief. Final approval shall be subject to official confirmation of receipt of said degree. All incentive pay must be approved through the Chief of Police, which approval will not be denied except for cause.

A report of this committee shall be placed in each employee's personnel file.

College incentive levels shall be identified as follows:

Education	% of Top Step of the Employee's Rank (Police Officer, Corporal, or Sergeant)
Associate Degree or 90 Credits (includes 135 credits)	4%
Bachelor's Degree (BA or BS)	5%

Section 3. Other Fields of Study. College credit in any other field of study than the aforementioned in Section 2 do not entitle an employee to education premium pay under the terms of this agreement.

Section 4. Tuition Reimbursement for Continuing Education. Employees in the bargaining unit attending school shall receive tuition expense reimbursement, provided that (1) coursework is completed in an approved field of study, (2) a final grade of "C" or better is obtained for the course, and (3) the employee is not eligible to receive monies under other education subsidy programs such as the G.I. Bill, Veteran's Administration, the Safe Street Act or other similar programs utilizing State, Federal and/or private funds. Such reimbursement, however, will be limited to the amount of the tuition fee for any given credit load at the nearest state supported four (4) year college or university.

Since the number and size of requests for Tuition Reimbursement may exceed the budgeted funds available, eligible coursework toward the individual officer's first Bachelor's degree only will be reimbursable and not coursework toward additional Bachelor's degree studies, Master's, Law or Doctorate level studies. Also, sports or hobby courses or elective courses that do not contribute to the skill development related to the essential job functions of a police officer shall not be reimbursable unless it is required as part of the degree program.

The restriction on reimbursement to Bachelor's degree coursework shall not apply to employees currently enrolled in graduate level courses of study prior to May 18, 2012. Those employees shall continue to be reimbursed for graduate level coursework until they complete their current course of study. Reimbursement shall be limited to one course per academic term and the tuition reimbursement shall not exceed the tuition rate for that level of course study at the University of Washington. However, if an employee has two courses left to obtain their graduate degree, the reimbursement limit will be increased to two courses for that academic term.

c. The parties have discussed the subject of the education incentive that is currently administered in the bargaining unit and recognize it would be mutually beneficial to modify the terms of Appendix B prospectively for bargaining unit members while the parties continue to negotiate a successor CBA.

3. Agreement.

a. The parties agree to amend Appendix B of the existing CBA as follows:

APPENDIX "B" EDUCATION PREMIUM / TUITION REIMBURSEMENT

Section 1. Introduction. It is agreed between the parties that post high school education has intrinsic value to the officer as well as to the community. Therefore, premium pay based upon the employee's educational achievement(s) will be paid the employee as set forth herein.

~~**Section 2. Approved Fields of Study. The following are recognized to be approved fields of study, in as much as each has been determined to have a beneficial relationship to police service, as follows:**~~

- ~~1. Police Science (Law Enforcement)~~
- ~~2. Political Science (including History)~~
- ~~3. Sociology~~
- ~~4. Psychology~~
- ~~5. Community Service~~
- ~~6. Business Administration and Public Administration.~~
- ~~7. Other fields mutually agreed between the parties.~~

Employees in the bargaining unit who have obtained college credit in the aforementioned approved fields of study shall receive education premium pay as follows, based on the top step of the employee's rank base wage, effective the first pay period after the request for premium pay is received by the City.

Eligibility to receive college incentive pay will be based on transcripts or other official reports provided by the employee and secured from accredited colleges and universities. During the hiring process, a thorough review will be completed by The

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Personnel Service Unit prior to recommending a college incentive pay.

If during the career of the employee, they declare intent to complete a four-year degree **or college credits**, ~~a joint committee of the Guild and the City will pre-approve~~ **the Personnel Service Unit will review, verify, and validate** the transcripts and reports ~~and pre-approve credits~~ to determine eligibility to receive college incentive pay, ~~subject to ultimate approval of the Police Chief~~. Final approval shall be subject to official confirmation of receipt of said degree **or completed college credits**. All incentive pay must be approved through the Chief of Police, which approval will not be denied except for cause.

~~A report of this committee shall be placed in each employee's personnel file.~~

College incentive levels shall be identified as follows:

Education	% of Top Step of the Employee's Rank (Police Officer, Corporal, or Sergeant)
Associate Degree, ~~or~~ 60 semester credits or 90 quarter Credits (includes 135 credits)	4%
Bachelor's Degree (BA or BS)	5%

~~**Section 3. Other Fields of Study. College credit in any other field of study than the aforementioned in Section 2 do not entitle an employee to education premium pay under the terms of this agreement.**~~

Section 2 4. Tuition Reimbursement for Continuing Education. Employees in the bargaining unit attending school shall receive tuition expense reimbursement, provided that (1) coursework is completed ~~in an approved field of study~~, (2) a final grade of "C" or better is obtained for the course, and (3) the employee is not eligible to receive monies under other education subsidy programs such as the G.I. Bill, Veteran's Administration, the Safe Street Act or other similar programs utilizing State, Federal and/or private funds. Such reimbursement, however, will be limited to the amount of the tuition fee for any given credit load at the nearest state supported four (4) year college or university.

Since the number and size of requests for Tuition Reimbursement may exceed the budgeted funds available, eligible coursework toward the individual officer's first Bachelor's degree only will be reimbursable and not coursework toward additional Bachelor's degree studies, Master's, Law or Doctorate level studies. Also, sports or hobby courses or elective courses that do not contribute to the skill development related to the essential job functions of a police officer shall not be reimbursable unless it is required as part of the degree program.

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~~The restriction on reimbursement to Bachelor's degree coursework shall not apply to employees currently enrolled in graduate level courses of study prior to May 18, 2012. Those employees shall continue to be reimbursed for graduate level coursework until they complete their current course of study. Reimbursement shall be limited to one course per academic term and the tuition reimbursement shall not exceed the tuition rate for that level of course study at the University of Washington. However, if an employee has two courses left to obtain their graduate degree, the reimbursement limit will be increased to two courses for that academic term.~~

b. The parties agree that the terms of this amendment are prospective only. The parties further agree that the terms of this amendment will apply exclusively to newly hired employees and to current bargaining unit members provided those current members provide the Bellevue Police Department's Personnel Service Unit (PSU) with transcripts or other official reports secured from accredited colleges and universities within 90 days after full execution of this MOU. If a member is unable to obtain transcripts within 90 days from full execution of this MOU, they may provide the PSU written verification that they have attempted to obtain the transcript within 90 days from full execution of this MOU and then provide the transcript once it is obtained. No incentive pay will be provided until after a transcript has been provided to PSU to review.

c. **Duration.** This MOU is effective and binding upon full execution by all parties and shall remain in effect until the parties have negotiated, ratified and fully executed a successor agreement.

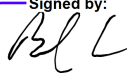
Agreed to and Accepted:

Signed by:

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Wendell Shirley, Chief of Police
(On behalf of the City of Bellevue)

Date: 10/8/2026

Signed by:

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Barak Carter, President BPOG
(On behalf of the Guild)

Date: 10/7/2026

Approved as to Form:

Signed by:

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Kathleen Kline, Assistant City Attorney