

Council members, please note policy verbiage change on page 3 of this document

Proposed POLICY 3.3 – CERTIFICATION AND EDUCATIONAL INCENTIVE PAY

MEMORANDUM To: Department Directors

From: James J. Stokes, City Manager

Date: REVISED August 1, 2017

Re: Administrative Policy #23- Certification and Educational Incentive Pay

The City of Deer Park shall pay certification pay to employees that are required to obtain the following State or Federally required certificates per the Personnel Manual Chapter IV Section 4.12 or educational advancements as approved by the City Manager with the issuance of this administrative policy.

CERTIFICATION PAY: Program - Certification pay is paid as additional compensation for those employees who receive a certification (or licensing) issued by an approved certifying entity that directly relates to their jobs. The certification will be one that is required in order to meet Local, State or Federal regulatory requirements within the department's operations **or** deemed as beneficial to city operations by City Management. The Human Resources' Director and Division Directors will jointly make any recommendations to add a particular certification to the list of eligible certifications. Certification pay will not be paid until approved by the City Manager.

Eligibility - Certification pertains to and represents an approved course of study with classroom training. Certification is usually achieved through a formal testing process, requiring at least a passing grade. Certification must require continuing education and/or re-certification as a requirement for maintaining the certification. However, approved certification programs that do not require continuing education may be approved by the City Manager under special circumstances. 1. In order to receive compensation, the certification **must not** be a minimum requirement for their position. Any employee in a position in which a particular certification is required as a part of the job description will not be eligible for certification pay. Prior to pursuing a certification the employee will confirm that it is eligible for certification pay. 2. Certification pay must be applicable to the employee's current position with the City. An employee who receives an eligible certification but is **not** in a position where the certification is directly related to the role will **not** be paid for the certification. 3. Individual employees will be eligible to receive **no more than two** certification pay incentive amounts at one time. Certifications will be different in kind and not successive. If an employee is eligible for three certification pay amounts the two largest amounts will be selected for payment. 4.

***NOTE:** The City Manager, Assistant City Manager, and Division Directors are not eligible for certification pay. 1. Employees are **not** eligible for Certification Pay while in probationary status (up to 6 months) or if placed on extended probationary status. 2. Certification Incentive Pay may be revoked if an employee transfers to another role within the City in which the Certification pay is no longer applicable. 7. The city reserves the right to re-structure the certification pay program if conditions should warrant such changes. If conditions change and the certification is no longer required from a regulatory standpoint, or deemed beneficial to city operations, then the certification pay can be suspended. Employees should never consider that Certification pay will continue indefinitely. 8. All determinations pertaining to the full-time employee's eligibility for certification pay will be reviewed and approved by the City Manager. 9. It is the employee's responsibility to provide to Human Resources a dated copy of the original certificate and/or proof of the

certification to receive Certification Pay. If the employee does not fulfill the renewal or maintenance requirements of the certification, Certification Pay will cease. It is the employee's responsibility to provide proof of certification maintenance. Questions regarding Certification Pay will be directed to the Human Resources Department. Below is the list of Certifications/Licenses authorized for additional certification incentive pay.

Police Department:

Police Officer: Basic Certification Pay \$0.12 per hour Intermediate Certification Pay \$0.57 per hour Advance Certification Pay \$0.86 per hour Master's Certification Pay \$1.15 per hour Associate's Degree \$0.57 per hour Bachelor's Degree \$0.86 per hour Master's Degree \$1.15 per hour

Telecommunicator: Basic Certificate Pay \$0.12 per hour Intermediate Certificate Pay \$0.35 per hour Advanced Certificate Pay \$0.58 per hour Master Certificate Pay \$0.81 per hour

Fire Department: Arson Investigator \$0.12 per hour

Public Works: Solid Waste Tech (Competency Ltr) \$0.58 per hour Basic Animal Control \$0.12 per hour Automotive AC Mechanic \$0.12 per hour Automotive State Inspector \$0.12 per hour Herbicide Applicator \$0.12 per hour Air Brake Mechanic \$0.12 per hour Advanced Animal Control \$0.35 per hour "A" Ground Water \$0.58 per hour "B" Ground Water \$0.35 per hour "C" Ground Water \$0.12 per hour Class II Wastewater Collection \$0.12 per hour "A" Wastewater \$0.58 per hour "B" Wastewater \$0.35 per hour "C" Wastewater \$0.12 per hour "A" Surface Water \$0.58 per hour "B" Surface Water \$0.35 per hour "C" Surface Water \$0.12 per hour Flood Plain Manager \$0.12 per hour Code Enforcement Officer \$0.12 per hour TCEQ Lab Tech. Mgr. \$0.12 per hour Planning & Development: Inspector Certification *One License/Certification \$0.12 per hour *Two or More License/Certification \$0.35 per hour

Parks and Recreation: Pesticide\Herbicide Applicators \$0.12 per hour Certified Playground Inspector \$0.12 per hour Golf: Pesticide\Herbicide Applicators \$0.12 per hour

Educational Incentive Pay:

Program - Educational Incentive pay is paid as additional compensation for those employees who receive a bachelor's degree or higher issued by an accredited university that directly relates to the employee's job, **or** is deemed as beneficial to city operations by City Management. The Human Resources' Director and Division Directors will jointly make a recommendation to the City Manager to add new Education Incentives for a particular role to the list of eligible incentives. Educational Incentive pay will not be paid until approved by the City Manager.

Below are some criteria that can be used to determine if a role is to be added to the educational incentive program. This is not an exhaustive list and other criteria may be considered:

- Recent regulatory changes requiring specially degreed personnel to complete a task
- Market or survey data reflect educational differences in compensation are justified
- Degree indicates an enhanced skill set that the City desires can be applied in the role

Eligibility - Education Incentive degree programs must award a baccalaureate degree or higher from the **Southern Association of Colleges and Schools, Commission on Colleges or similar accrediting organization.**

1. Education pay must be applicable to the employee's current position with the City. An employee who receives an eligible Education but is NOT in a position where the Education is directly related to the role will NOT be paid for the Education. The employee will NOT be eligible for Education pay until such time they begin working in a position where the Education is directly related to the role.
2. Employees can be eligible for Education Incentive pay OR Certification pay but not both concurrently.
3. Employees with Associates, Bachelors or Masters Degrees from an accredited four-year college or university will be paid only one education incentive for a college degree representing the highest degree acquired.
4. The City Manager, Assistant City Manager and Division Directors are not eligible for education incentive pay for college degrees.
5. Those employees who are hired with a degree as required (or preferred) in the job description are not eligible for education incentive pay for college degrees unless specifically added to the program because City Management has deemed the degree as beneficial to city operations.
6. Employees are not eligible for Education Pay while in probationary status (up to six months) or if placed on extended probationary status.
7. Should the employee transfer to a department where the Education becomes directly related to the role and meets all other program requirements, the employee may then be eligible for Educational Incentive Pay. Educational Incentive Pay may also be forfeited if a transfer places the employee where the Education is not directly related to the role or no longer meets other program requirements.
8. The city reserves the right to re-structure the education pay program if conditions should mandate or warrant such changes. If conditions change and the degree is no longer required from a regulatory standpoint, or the city no longer requires the degree to fill a gap, then the educational pay can be suspended. Employees should never consider that Educational incentive pay will continue indefinitely.
9. All determinations pertaining to the full-time employee's eligibility for Educational Incentive pay will be reviewed and approved by the City Manager.
10. It is the employee's responsibility to provide to Human Resources a dated copy of the original diploma and/or proof of the Education to receive Educational Incentive Pay.

Questions regarding Educational Incentive Pay will be directed to the Human Resources Department. Below is the list of Educational milestones authorized for additional educational incentive pay.

Police Department:

Police Officer:

Bachelor's Degree ~~\$-.86~~ \$2.31 per hour

Master's Degree ~~\$1.15~~ \$2.60 per hour

Please see that employees affected, are informed of this administrative policy as soon as possible.