



## **APPENDIX Q: CERTIFICATION PAY POLICY**

### **INTRODUCTION**

The City of Beeville is committed to recognizing and rewarding employees who acquire relevant certifications, degrees, and skills that enhance their job performance and contribute to the overall success of the organization. This Certification Pay Policy outlines the guidelines for providing compensation increases to eligible employees who obtain certifications, degrees, or acquire specific skills (i.e., welding). It is the intent of this policy to establish formal criteria by which compensation for the certificate may be given.

### **PURPOSE:**

- Promote and maintain a highly qualified, trained, and professional workforce by providing incentives for employees to participate in job-related continuing education and certification programs/licensing programs.
- Enhance and improve the level of service provided to the citizens for the City of Beeville through the employment of a highly qualified workforce.
- This certification plan will be funded every year through the department's budget upon City Council approval.

### **ELIGIBILITY:**

#### **Certification pay effective dates:**

**If the new hire has certificates when hired, they will be effective on the first day of work.**

**If not, certification pay will be effective after the new employee successfully meets the 6 months probationary period.**

All employees are eligible for certification pay based on the following criteria:

- Certification Types: Eligible certifications, degrees, and skills (i.e., Welding).
- Certificate Pertains to Job:
  - Employees must demonstrate that the certification or degree is directly related to the essential job duties and responsibilities of their position and applicable within their department.
- Bi-Lingual Pay:
  - Employees are required to test how proficient they are in reading/writing or conversational/fluent translation in Spanish.
  - If an employee is interested, contact HR.
- Educational Degrees:
  - Employees with Associates, Bachelor's, or Master's degrees are eligible for compensation increases. Employees must demonstrate that the Master's degree directly relates to their essential job responsibilities.

### **CRITERIA FOR CERTIFICATION PAY:**

- Certification must be applicable to an employee's essential duties and responsibilities, and applicable to the employee's department and position.
- Certification is achieved through a formal testing process, requiring at least a passing grade.
- Certifications must require continuing education and/or recertification as a requirement for maintaining the certification. However, approved certification programs that do not require continuing education may be approved by the City Manager with the recommendation of the department head under special circumstances.
- Courses that require more than 3 hours or multiple days of training are acceptable if they are applicable to the employee's major duties and responsibilities, or the employee's department and position with prior approval and if the budget allows.
- Certification CEUs must be maintained, if an employee fails to renew their certification, they will lose the percentage increase for that certification.
- Employees are limited to receiving certification and/ or merit pay not to exceed 8% per fiscal year.
- Any increase over 8% will roll over to the following fiscal year.

### **ADMINISTRATION OF POLICY**

The following guidelines shall apply to all departments in administering Certification Pay which shall be effective from the date of acceptance.

The percentage increase in compensation for eligible certifications, degrees, or skills will vary from 2%, 3%, and 4%.

- Certification pay will be administered on a quarterly basis.
- All determinations pertaining to an employee's eligibility for Certification Pay will be reviewed by the Department's Director, Payroll, Human Resources, and the City Manager.
- Questions regarding Certification Pay shall be directed to the Human Resource Department through the employee's Department Head.
- It shall be the responsibility of the employee to provide their Department Head with a dated copy of the certificate as proof of the certification.
- Expired certificates are not eligible.
- It is the responsibility of the employee to provide proof of recertification/ and or continuing education. If an employee does not fulfill the renewal or maintenance requirements of the certification, Certification Pay will cease.

To receive compensation, the certification must be received and used in the employee's essential work responsibilities and department/position. Certification Pay will be forfeited if a transfer placed the employee where the training is not applicable and/or requirement for the position.

Employees can submit qualifying certifications/degrees using the quarterly schedule below to receive certification pay.

## **\*QUARTERLY SCHEDULE**

|          |  |
|----------|--|
| January: | Deadline to submit second Friday in December – 1 <sup>st</sup> paycheck in January |
| April:   | Deadline to the second Friday in March – 1 <sup>st</sup> paycheck in April         |
| July:    | Deadline to the submit second Friday in June – 1 <sup>st</sup> paycheck in July    |
| October: | Deadline to submit second Friday in September -1 <sup>st</sup> paycheck in October |

\*Some months might be second pay period depending on a holiday or leap year Submission dates might change.

## **PROCEDURE:**

- Employees are responsible for providing Human Resources with a copy of recently acquired certification(s) in a timely manner (quarterly schedule above).
- Employees are responsible for maintaining certification renewals and providing HR with a copy of the renewal.
- If you fail to inform HR that you renewed your certification. The percentage increase will cease until you submit a copy of your certification renewal.
- There is no retro pay.

## **ALL DEPARTMENTS**

There are too many certifications to list.

- If certificates are not required to perform the duties of your job = 2%
- If certificates are required to perform the duties of your job = 3%
- For a maximum of an 8% increase per fiscal year or a minimum increase of \$0.50 or \$1000 annually.

## **CERTIFICATION RENEWAL**

Employees who are eligible for certification pay must ensure that their certifications remain valid and up to date. Failure to maintain a valid certification will result in the discontinuation of the associated compensation increase.

Maintaining certifications (renewals) are not eligible for another increase.

## **IMPLEMENTATION**

- Certification pay increases will be effective upon approval and verification of relevant certification. Degree, or skill acquisition (i.e., welding).
- Employees who acquire multiple certifications, the maximum increase is 8% and anything over will roll over to the following fiscal year.

## **REVIEW AND AMENDMENTS**

This policy will be reviewed periodically, and amendments may be made as necessary to align with changing organizational needs and budgetary constraints. Any changes to the policy will be communicated to all employees.

The City of Beeville values the professional development and growth of its employees. This Certification Pay Policy is designed to encourage and reward employees for enhancing their skills and qualifications, ultimately contributing to the success of the organization.

### **DOUBLE DIPPING**

If an employee is already receiving pay (water C or D license pay \$4.00) then you are not eligible to receive certification pay. The dollar(s) increase is your certification pay.

### **MOVING FORWARD**

Moving forward, certification pay will be granted only if the budget allows. This decision ensures that we can maintain financial stability while supporting our employees' professional development.

We appreciate your understanding and will continue to assess our financial position to make informed decisions about certification pay. Your dedication and commitment to excellence are valued, and we strive to support you within our budgetary constraints.