

3.10 INCENTIVE PAY

The City has adopted an Incentive Pay Program that provides incentive pay to employees who continue their education, increase their licensure or certification levels, obtain vocational / technical / trade skill sets, or complete other training to better serve the community, as evidenced through receipt of degrees and/or job-related certificates.

The Incentive Pay Program rewards employees who take the initiative to increase their job worth by gaining job-related knowledge, behaviors, and personal and professional skills to significantly enhance their value to their department and the City. Incentive pay is not considered an entitlement and cannot be awarded retroactively.

Degrees, licenses, or certificates received during a fiscal budget year will be rewarded with incentive pay during the first available pay period following verification by Human Resources and approval by the City Administrator. Employees may combine incentive pay programs, based upon eligibility and job applicability, toward the maximum allowed per fiscal year.

(a) Eligibility. Full-time regular employees who are regularly scheduled to work at least 40 hours per week are eligible to participate in the Incentive Pay Program. The City Administrator is not eligible for incentive pay.

(b) Eligible Programs. Education, licenses, and/or certifications that are considered as a minimum job requirement of a position, as determined by Human Resources, are not eligible for the Incentive Pay Program. Eligible employees qualifying for a program listed below may receive an adjustment to their base pay ~~as follows~~ of \$1,200 per year for each increase in educational attainment, licensing, or certification:

(1) Education - Educational incentives are available to eligible employees who have completed the course curriculum prescribed and obtained a degree from an accredited college or university. For the purposes of this policy, accredited shall mean an institution of higher education accredited by one of the agencies recognized by either the U.S. Department of Education (<http://ope.ed.gov/accreditation/search.aspx>) or The Council for Higher Education Accreditation (<https://www.chea.org/search-institutions>).

- i. Associate's Degree \$1,200 per year
- ii. Bachelor's Degree \$2,400 per year
- iii. Master's Degree \$3,600 per year

(2) Peace Officer License and/or Certification - Certain peace officer licenses and certificate programs that are not considered a minimum job requirement of the position, as determined by Human Resources, may be eligible for a pay adjustment.

- i. Intermediate Peace Officer \$1,200 per year
- ii. Advanced Peace Officer \$2,400 per year
- iii. Master Peace Officer \$3,600 per year

(3) Water / Water Distribution / Waste Water Collection/ Waste Water Plant / Municipal Court or Other Municipal License and/or Certifications (Such as Animal Control, Code Enforcement, or Texas Municipal Clerks Certification Program)

- i. Class D/Level I
- ii. Class C/Level II \$1,200 per year
- ~~iii. Class B/Level III \$2,400 per year~~
- ~~iv. Class A/Level IV \$3,600 per year~~

Note: No incentive pay is provided for water or wastewater certification beyond Class C because that is the highest level of certification needed for current operations.

(4) Vocational / Technical / Trade License and/or Certification

- i. Licensed / Registered \$1,200 per year
- ii. Journeyman / Certified \$2,400 per year
- iii. Master / Inspector \$3,600 per year

Combined incentive pay programs shall not exceed a maximum of \$6,000 per year to any employee.

- (c) Approval Process. Any degree, license, certificate, or other course of study that the employee believes is job-related should be discussed with the employee's department director for initial review for determination of job relevance. Upon completion, employees must provide appropriate documentation (i.e., official transcripts, diplomas, certificates, proof of license, and the like) of the education, license, or certification received, which is subject to verification. The department head will forward the relevant documentation to the City Administrator for final approval. The City Administrator has the discretion to determine the eligibility of any program for incentive pay.
- (d) Program Administration. Individual departments, in coordination with Human Resources and the Finance Departments, are responsible for the overall administration of the Incentive Pay Program. Department heads must provide an employee Personnel Change Form, indicating the applicable Incentive Pay Program category to the City Administrator for approval, explaining the job-related value of the completed degree, certificate, or license to the employee's department and/or the City. A copy of the college transcript indicating the degree completed, the certificate, or the license will be attached to the Personnel Change Form (PCF), and must include the City Administrator's signature of approval. The PCF should indicate the incentive pay increase and current base pay rate for the employee's position to be processed using City prescribed procedures. A copy of all approved documents will be placed in the employee's official personnel file.

Department heads, in coordination with the Finance Department, will be responsible for allocating funding for incentive pay payments made to employees within their respective departments/divisions. All incentive pay is subject to budget availability and may not be implemented until a subsequent budget period/year if adequate funding is not currently available.

- (e) **Revocation of Incentive Pay.** Should an employee fail to maintain or lose a license or certification that was rewarded with an incentive pay increase, that pay increase may be revoked, subject to a review of the circumstance by the appropriate Department Head and the City Administrator.
- (f) An employee who previously held a license or certification while employed by the City and failed to maintain or lost said license or certification shall not be eligible for incentive pay for re-acquiring said license or certification.
- (g) **Right to Change Policy.** The City of Glen Rose may change, modify, amend, or rescind this policy, in whole or in part, at any time.