

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. An example of how the program works is if an employee already has a Class C Water License, but after this program is implemented obtains a Class B Water License, the employee would be eligible for a \$1,200 per year increase in pay (the difference between the incentive for a Class C and a Class B License, \$2,400 - \$1,200 = \$1,200). Later, if the same employee obtains a Class A Water License, that employee would be eligible for another \$1,200 increase in pay (the difference between the incentive for a Class B and a Class A License, \$3,600-\$2,400 = \$1,200).

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 (below) may receive an adjustment to their base pay as follows:
 - (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 / Other Municipal License and/or Certification

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

(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) 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.