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03/01/24

To: Pat Hohl
From: Tony Randazzo

Re: WWTP Licensing Compensation

As we discussed, I'd like to propose changing the way we reward DPW personnel when they attain wastewater licensure. In the past, we have given workers an approximate 10% raise for passing the C & D wastewater exams. However, this was before our implementation of yearly step increases when there was no other way to advance to higher steps outside of new job duties. Ryan and I have also found that it is commonplace for other organizations to reward the attainment of WWTP licensure through yearly stipends. Another added advantage of the stipend is that it forces the employee to stay current on their license as they have to renew it every three years. If they fail to keep their license current, they will lose the stipend.

After carefully considering the factors listed above, I recommend we that we start rewarding the attainment of WWTP licensure with a yearly stipend instead of step increases, and propose the following amounts:

L1/L2 license: \$1,000
Class D license: \$2,000
Class C license: \$3,000

The stipend amounts given will be cumulative if an individual achieves multiple licenses. All DPW Technicians are classified as Grade 5 on the pay scale. If an employee attains a B license, they will move to Grade 8 and lose the stipend. If an individual passes the A exam, they will be promoted to Grade 9 without a stipend as well.