

# City of Joshua Personnel Policies and Procedures

## Section 4: Compensation

### 4.11 CERTIFICATION & EDUCATION PAY POLICY      Origination May 23, 2026

---

#### **PURPOSE**

Certification and education pay is provided as additional compensation to eligible employees who obtain certifications and/or educational achievements recognized on the adopted Certification and Education Pay Plan.

#### **POLICY**

Certification pay will be awarded only for certifications issued by an accredited agency that are directly related to the employee's position.

The Certification and Education Pay Plan will be reviewed annually by the Director of Human Resources, and the applicable Department Director/Manager or Chief. Recommended changes will be reviewed during the annual budget process.

Changes to the Certification and Education Pay Plan must be approved by the City Council.

#### **PROCEDURES AND GUIDELINES**

##### **1. Payment Frequency**

Certification and education pay is paid semi-monthly (twenty-four times per year).

##### **2. Eligibility Restrictions**

Employees are not eligible for certification, and/or education pay if it:

- Is required by federal or state law;
- Is required by City policy; or
- Is listed as a minimum qualification on the job description.

At this time, only certified Texas Commission on Law Enforcement (TCOLE) Peace Officers are eligible for certification and education pay.

##### **3. Employee Responsibilities**

Employees are responsible for ensuring compliance with certification and education pay requirements, including:

- Confirming eligibility;
- Submitting approved written documentation of certification to Human Resources;
- Notifying Human Resources of any change in certification status, including expiration or loss of eligibility.

Certification pay will begin after Human Resources receives and approves proper documentation. Once approved, certification and/or education pay will be added to the payroll for the date on which the documentation was provided.

Employees who fail to report a change in status must repay any overpaid amounts and may be subject to disciplinary action, up to and including termination.

**4. Changes in Position**

Certification and education pay eligibility will be reviewed upon any change in job position, including promotion, transfer, or reclassification. Employees may gain or lose eligibility based on the requirements of the new position.

If a job description is revised to include a certification or education requirement, any associated certification and education pay will be discontinued.

**5. Education and Certification Limits**

- Employees will be compensated for only one (1) degree, representing the highest level attained (Associate's, Bachelor's, or Master's).
- For certifications with progressive levels, only the highest level achieved will be eligible for pay.

**City of Joshua**  
**Certification and Education Pay Plan**  
Effective: 05/23/2026

<b>Certification</b>	<b>Semi-Monthly Amount</b>	<b>Annual Amount</b>
Intermediate Peace Officer	\$25	\$600
Advanced Peace Officer	\$37.5	\$900
Master Peace Officer	\$50	\$1,200

<b>Education</b>	<b>Semi-Monthly Amount</b>	<b>Annual Amount</b>
Associate's Degree	\$25	\$600
Bachelor's Degree	\$37.50	\$900
Master's Degree	\$50	\$1,200

DRAFT