



CITY OF WATAUGA – PERSONNEL, ADMINISTRATION AND FINANCIAL POLICIES AND PROCEDURES MANUAL

POLICY TITLE	Certification Pay
INITIAL EFFECTIVE DATE	October 26, 2015
LAST REVISION DATE	Replaces <i>Section 10.2</i> of the Personnel, Administration and Financial Policies and Procedures Manual approved on February 24, 2014.
POLICY NUMBER	4.05

OBJECTIVE The purpose of this policy is to:

1. Promote and maintain a highly qualified, trained, and professional workforce by providing incentives for employees to participate in job-related continuing education and certification/licensing programs;
2. Enhance and improve the level of service provided to the citizens of the City of Watauga through the employment of a highly qualified, trained, and professional workforce; and
3. Reduce or mitigate general and individual employee liability exposures by ensuring a highly qualified, trained, and professional workforce.

This policy outlines certification pay requirements and amounts for police officers and firefighters.

SCOPE This policy applies to Civil Service employees of the City of Watauga.

POLICY

A. Eligibility

Police Officers and Firefighters are eligible to receive compensation, in addition to their base pay, for qualifying certifications obtained above the basic level of certification required to perform their job duties. They are also eligible to receive additional compensation for advanced degrees obtained from an accredited college or university. To qualify for certification pay, proof of certifications or transcripts must be obtained from the appropriate institution or licensing agency.

Certifications must be directly related to the employee’s present position, current job duties, profession, and/or job requirements. Department heads are not eligible for certification pay unless approved by the City Manager or designee. Certifications must be maintained in an active status in order to receive compensation. The Department Head or Human Resources Department reserves the right to verify the status of certifications.

B. Procedure

Employees are responsible for providing the Human Resources Department with a copy of recently acquired certification(s) in a timely manner. Certification Pay is paid on a bi-weekly basis with employee payroll.

C. Certification Pay Amounts

Below is a summary of the certification types and amounts as it is established within each participating department.

Department	Certification	Annual Amount	Bi-Weekly Amount
Police & Fire	Associate Degree	\$300	\$11.54
	Bachelor Degree	\$600	\$23.08
	Master Degree	\$900	\$34.62
Police	TCOLE Intermediate	\$300	\$11.54
	TCOLE Advanced	\$600	\$23.08
	TCOLE Master	\$900	\$34.62
Fire	TCFP Intermediate	\$300	\$11.54
	TCFP Advanced	\$600	\$23.08
	TCFP Master	\$900	\$34.62
	Paramedic	\$300	\$11.54