

ORDINANCE NO. 2004-20

AN ORDINANCE REPEALING ORDINANCE NUMBER 2002-26 TO ENCOURAGE AN EMPLOYEE'S PERSONAL GROWTH AND EXPAND AN EMPLOYEE'S KNOWLEDGE ABOUT HIS/HER CHOSEN FIELD; TO FOSTER CAREER DEVELOPMENT.

NOW, THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SHOREACRES, TEXAS :

DEFINITION(S):

Incentive Pay -- a form of compensation in addition to the employee's regular wages and salary; earned by an employee's achievement of a defined standard.

ELIGIBILITY:

Certification incentive pay shall only be available to the City of Shoreacres employees who are full time.

An employee shall be eligible for Certification Pay for only one certification of his/her choice. Certification pay is only applicable to employees for certification beyond the requirements of the job. An employee is not eligible during his/her probationary period.

CRITERIA FOR CERTIFICATION PAY:

Certification pertains to and represents an approved course of study with classroom training.

Certification must be applicable to an employee's major duties and responsibilities, as outlined in his/her Job Description.

Certification is achieved through a formal testing process, requiring at least a passing grade.

Certification must require continuing education and/or recertification as a requirement for maintaining the certification.

ADMINISTRATION OF POLICY:

All determinations pertaining to an employee's eligibility for certification pay will be reviewed by the Department Director and Mayor. Questions regarding certification pay shall be directed to the City Secretary.

It shall be the responsibility of the employee to provide a dated copy of the certificate and/or proof of the certification. If an employee does not fulfill the renewal or maintenance requirements of the certification, certification pay will cease.

PROCEDURES FOR APPLYING:

It shall be the responsibility of the employee to fill out the appropriate application form (hereto as attachment "A"). The application must be approved by the Department Director and Mayor.

After the certification application is approved it will be filed in the City Secretary's office, along with a copy of the certification.

Police Department:

Intermediate Certification Pay	\$0.12 per hour
Advanced Certification Pay	\$0.24 per hour
Masters Certification Pay	\$0.47 per hour /0.24 if advanced certification is a requirement of job

Associates Degree	\$0.24 per hour
Bachelors Degree	\$0.47 per hour /0.24 if associates degree is a requirement of job

Public Works:

Licenses earned prior to October 1, 2002.

"A" Ground Water	\$0.47 per hour
"B" Ground Water	\$0.36 per hour
"C" Ground Water	\$0.24 per hour
"D" Ground Water	\$0.12 per hour

Unit 3 Wastewater Collection	\$0.47 per hour
Unit 2 Wastewater Collection	\$0.24 per hour
Unit 1 Wastewater Collection	\$0.12 per hour

Water Distribution	\$0.12 per hour
--------------------	-----------------

Non-Commercial Pest Applicator's License \$0.12 per hour

Licenses earned after October 1, 2002

"A" Ground Water	\$0.71 per hour
"B" Ground Water	\$0.60 per hour
"C" Ground Water	\$0.48 per hour
"D" Ground Water	\$0.24 per hour

Unit 3 Wastewater Collection	\$0.60 per hour
Unit 2 Wastewater Collection	\$0.48 per hour
Unit 1 Wastewater Collection	\$0.24 per hour

**CITY OF SHOREACRES
CERTIFICATION INCENTIVE PAY REQUEST FORM**

Last Name	First	MI	Department
Job Title			Work Number
Name of Certification (and Level if Applicable)			Name or Organization issuing certificate
Date Certification Obtained			Date Certification Expires

1. Certification requires testing to obtain _____yes _____no
2. Certification requires continuing education to maintain _____yes _____no

**ATTACH PROOF OF CERTIFICATION AND RELEVANT LITERATURE
DESCRIBING THE CERTIFICATION**

Employee Signature

APPROVAL SECTION

DEPARTMENT DIRECTOR

- _____ 1. Recommend Approval. Certification is applicable to assigned duties.
- _____ 2. Do not recommend approval. Certification is not applicable.

Department Director Signature/ Date

MAYOR

- _____ 1. Recommend Approval. Certification is applicable to assigned duties.
- _____ 2. Do not recommend approval. Certification is not applicable.

Mayor Signature/ Date

HUMAN RESOURCES DIRECTOR

- _____ 1. Certification is applicable to the employee's job as outlined in the job description.
- _____ 2. Certification is not applicable to the employee's job as outline in the job description.
- _____ 3. Proof of certification was attached to the request.
- _____ 4. Proof of Certification was not attached and therefore it is denied.

Human Resources Director Signature/Date

Non-Commercial Pest Applicator's License \$0.24 per hour

Administration:

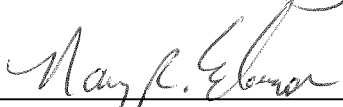
Municipal Court Clerks Certification

Level I	\$0.12 per hour
Level II	\$0.24 per hour
Level III	\$0.47 per hour

Municipal Clerks Certification

One Level	\$0.47 per hour
-----------	-----------------

PASSED AND APPROVED ON THE 10 DAY OF June
2004.



Nancy R. Edmonson, Mayor

ATTEST:



Shari Tait, City Secretary