

Utility Certification Pay Program Water and Wastewater Operators

With the City's current exploration of direct potable reuse (DPR), the City's efforts in recharge, and the advances in the reclaimed water industry, having water and wastewater operators with advanced certifications in both water and wastewater are essential. Therefore, the city will provide certification pay to employees for obtaining certifications in water and wastewater that are outside of their current area of responsibility.

The chart at the end of this policy outlines the certification pay amounts that will be paid per category based on the position held by the employee. At any time, no employee will have more than one level of each type of certification pay or more than a total base certification pay of \$9,750. Total certification pay received may exceed \$9,750 per year, depending on the employee's overtime compensation as certification pay is linked to the employee's base hourly rate.

Regular rate and overtime rate calculations per the Fair Labor Standards Act (FLSA) apply to this policy.

Operators:

The current minimum requirement for operators in both Water and Wastewater is a Grade I Treatment Certification in Water and Wastewater, respectively. The current minimum requirement for Equipment Operators is a Grade I Distribution Certification. Additionally, the Water Operations Foreman position is required to maintain distribution, rather than treatment, certifications as the primary certification area.

Certifications obtained by operators above their current grade will entitle the employee to certification pay, with the exception of Wastewater Trainees who will automatically be promoted into a Wastewater Operator I position with an accompanying pay increase upon obtaining their Grade I certification. The certification pay will be paid out as part of their regularly scheduled bi-weekly payroll and will not be considered as part of the employee's base pay. The certification pay paid for obtaining a certification above the employee's current position will remain in place until such time as the employee is promoted to the operator position for which the certification is required. Upon promotion to the next level of operator for which the certification is needed, the employee will receive an increase in their base pay and the annual certification pay for the certification of the same level will be discontinued. Employees are only eligible for certification pay in their respective required area for one level above their current position at any time. The certification pay will begin the pay period following the date the certification is obtained at the rates noted at the end of this policy. Employees new to the City are not eligible to receive additional certification pay until they have passed their initial orientation period. Promotions to a higher position within the department are eligible for continuation of eligible certification pay for the new position immediately.

Simply passing a higher-grade treatment certification, with the exception of the Wastewater Trainee position as noted above, does not automatically make an employee eligible to be promoted. To be eligible for promotion to the next level, an employee must also demonstrate the necessary skill set that is required to be promoted to that position.

In addition to the certification pay for obtaining additional certifications within the area required for the position in the employees' respective field of either Water or Wastewater, the city is offering certification pay to operators who obtain additional certifications within their respective fields. The chart at the end of this policy details the certification pay for each certification type. These certifications can be earned in addition to the certification pay for the certification required for a position up to the maximums listed in the chart below.

Operators who obtain certifications cross departmentally (Water if in Wastewater; Wastewater if in Water) are also eligible for additional certification pay as outlined in the chart below. The certification pay will remain in place as long as the employee maintains employment with the City and the certification is maintained.

Operations Managers:

Operations Managers are eligible for cross departmental certification pay for certifications grade III or above as outlined in the chart below. Operations Managers are only eligible for additional certification pay within their respective area of responsibility for Grade IV certifications. The maximum cross-departmental certification pay for operations supervisors and managers are eligible for is \$9,750 annually.

	Wastewater Positions						Water Positions						Equip Operator	Foreman	Water Ops	Superintendent
	Operator I	Operator II	Operator III	Operator IV	Foreman	WW & Compliance Manager	Utility Tech	Operator I	Operator II	Operator III	Operator IV	Utility Tech				
Certifications																
WW Treatment I							\$500	\$500	\$500	\$500	\$500		\$500	\$500		
WW Treatment II	\$1,500						\$1,000	\$1,000	\$1,000	\$1,000	\$1,000		\$1,000	\$1,000		
WW Treatment III		\$2,000			\$2,000		\$1,500	\$1,500	\$1,500	\$1,500	\$1,500		\$1,500	\$1,500	\$1,500	
WW Treatment IV			\$3,000		\$3,000	\$3,000		\$2,000	\$2,000	\$2,000	\$2,000		\$2,000	\$2,000	\$2,000	
WW Collection I	\$500	\$500	\$500	\$500	\$500									\$500	\$500	
WW Collections II	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250									\$1,000	\$1,000	
WW Collections III	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000									\$1,500	\$1,500	\$1,500
WW Collections IV	\$2,750	\$2,750	\$2,750	\$2,750	\$2,750	\$2,750								\$2,000	\$2,000	\$2,000
Water Treatment I	\$500	\$500	\$500	\$500	\$500									\$500	\$500	
Water Treatment II	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000									\$1,250	\$1,250	
Water Treatment III	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500									\$2,000	\$2,000	
Water Treatment IV	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000									\$2,750	\$2,750	\$2,750
Water Distribution I	\$500	\$500	\$500	\$500	\$500											
Water Distribution II	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000											
Water Distribution III	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500											
Water Distribution IV	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000											
Maximum Certification	\$8,250	\$8,750	\$9,750	\$6,750	\$9,750											

Each employee is eligible for one certification pay per certification type, for a total of four categories

Each employee is eligible for certification pay only for highest certification in each category

The maximum allowed total certification is \$9,750 annually