

SECTION 5.09 CERTIFICATION PAY

The purpose of this policy is to establish guidelines regarding certification pay for eligible Town of Addison employees and to better serve the community by incentivizing employees who have obtained additional skillsets that directly impact organizational operations and success.

Town of Addison employees often use certifications or licenses to enhance their skillset to better serve citizens and Town operations. All employees receiving certification pay will be expected to utilize these specific skills as needed.

Certification Pay

Certification Pay provides additional pay to eligible regular full-time and part-time employees who have successfully obtained a specific certification or license that directly enhances the services provided relative to their position. Certifications required based on job description are not eligible for certification pay. Incumbents holding relevant certifications that exceed the minimum requirements may be eligible for certification pay at the discretion of the Department Director, subject to approval by the Director of Human Resources and City Manager, or their designee.

The employee's job duties should require the use of these skills or the department or organization should regularly benefit from the employee's skills related to the certification or license. If the employee moves to another position or the skillset no longer meets the criteria for such their new position, or the employee lets the certification or license expire, certification pay will cease.

The Human Resources Department will maintain a list of employees who receive Certification Pay. The Human Resources Department, in conjunction with the Department Director, reserves the right to remove or reduce Certification Pay at any time. Certification Pay will be discontinued for employees who fail to successfully re-certify or who do not re-certify.

Employees receiving certification pay are responsible for re-certifying their certification or license and informing their supervisors immediately or, if possible, in advance. Supervisors must inform the Department Director and Human Resources Department once a certificate of license has expired. Failure to do so may result in disciplinary action for both the employee and/or supervisor.

Employees must notify their supervisor of their initial request for certification pay who will then notify their Department Director. If approved, Department Directors will forward the request to the Human Resources Department for additional approval.

Certifications, Licenses, and Pay Rates

Certification pay is not limited to one certification or license and additional certifications will be considered on a case-by-case basis and up to the monthly maximum allowed, upon recommendation by the Department Director and with the approval of the Director of Human Resources and City Manager, or their designee.

There are three (3) Certification Pay divisions for eligible employees as defined below with the respective monthly pay amounts, which are not included in the employee's base pay rate. These monthly amounts will be provided to eligible employees on a bi-weekly basis. Eligibility for Certification Pay begins upon employees' successful completion of their introductory period.

Fire Department

Certifications	Amount	Eligible Ranks
Intermediate	\$50/month	Firefighter requires Basic, eligible for additional pay if employee holds Intermediate or above
Advanced	\$75/month	Fire Equipment Officer and Lieutenant require Intermediate, eligible for additional pay if employee holds Advanced or above
Master	\$100/month	Captain and Battalion Chief require Advanced, eligible for additional pay if employee holds Master
Assignment Pay	Amount	Eligible Ranks
Field Training Officer	\$100/month	

Police Department

TCOLE Certifications	Amount	Eligible Ranks
Intermediate	\$50/month	Police Officer requires Basic, eligible for additional pay if employee holds Intermediate or above.
Advanced	\$75/month	Police Sergeant requires Intermediate, eligible for additional pay if employee holds Advanced or above
Master	\$100/month	Police Lieutenant through Assistant Chief require Advanced, eligible for additional pay if employee holds Master

Other Departments

Certifications/ Licenses	Amount	
Building Inspections Licenses	\$50/month	Any building inspection licenses held over the minimum requirement, maximum of \$200/month
Certification	\$25/month	Any certification above requirement, \$25 per certification, maximum of \$100/month

The Department Director, in collaboration with the Director of Human Resources, retains the right to withdraw the designation at any time to include removal of pay if there are disciplinary concerns or refusal to provide these skills when requested.