

	PERSONNEL POLICIES AND PROCEDURES		SUBJECT: INCENTIVE PROFICIENCY PAY
	NUMBER: EMP 11-0	REVISIONS: 1	EFFECTIVE DATE: June 3, 2014
	SUPERCEDES: 6/17/2013	APPROVED AND ADOPTED BY MAYOR AND COUNCIL: A. Max Bacon, Mayor , Date Eric Taylor, City Administrator, Date	

PURPOSE: To encourage job-related higher education and to provide an incentive to City employees for broadening their educational background in order to become more proficient and professional in the performance of their respective City jobs.

STATEMENT OF POLICY

It is the policy of the City of Smyrna to provide incentive pay to full-time employees who, during their employment with the City, complete an approved degree or bona fide certification program which is either required or directly applicable to their respective position with the City.

Eligibility – Employees must have completed one (1) year of fulltime service and passed new hire working test period to participate in the Incentive Proficiency Pay (also known as *Incentive Pro Pay*) program upon completion of an approved degree or certification program.

The following degrees will make an employee eligible for Incentive Pro Pay if the degree program is directly applicable to the employee's position with the City (as determined by the department head and the Human Resource Director) and is from an accredited college or university:

1. Associate's degree
2. Bachelor's degree
3. Master's degree

Completion of a work-related diploma program from an accredited vocational-technical or other educational institution will also make an employee eligible for incentive pro pay if such a program can be successfully compared to a degree program at the Associate's level (as determined by the department head and the Human Resource Director).

In addition, certain certification programs may make an employee eligible for incentive pro pay if the certification program is directly applicable to the employee's position with the City (as determined by the department head and the Human Resource Director):

For the purposes of this policy, a certification program shall consist of a combination of the following: minimum of 100 hours of training; or a required number of years of experience within the profession; and a required educational level; and a required body of knowledge. Furthermore, certification is a voluntary action by a professional group, which establishes a system to grant recognition to a group of professionals who have met a stated level of training.

Certifications differ from certificate programs because certifications, by definition, include an experience component. Certificate programs, on the other hand, award certificates once a course of study has been completed and do not require previous work experience.

Upon the completion of an approved degree, diploma or certification program, a city employee will be awarded a one-time bonus as a percentage of his/her current rate of pay as follows:

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|-----------------------|------------------------|
| Certifications – 3% | Associates Degree – 3% |
| Bachelors Degree – 4% | Masters Degree – 7% |

Note: If an employee obtains a Bachelors Degree without obtaining an Associate's Degree, then the

bonus amount is 7%. Furthermore, the bonus award is limited to one program per calendar year.

Upon the completion of an approved degree or certification program, the city employee is required to submit evidence of completion to his or her department head. After review and approval, the department head will submit all documents and a letter requesting the Incentive Pro Pay Bonus to the Human Resource Director and City Administrator for approval and processing.

Requests for Incentive Pro Pay must be received by the Human Resource Director within 30 days following the award of the degree or certification.

Should an employee voluntarily leave the city's employ within one year of receiving the Incentive Pro Pay Bonus, he/she will be required to reimburse the entire amount to the City of Smyrna.

The Incentive Pro Pay program is not intended to be used to reward employees who have participated in various short-term workshops, seminars, or programs while employed by the City and will only be awarded to employees who have completed a bona fide degree, diploma, or certification program.¹ While not exhaustive, an approved list of certification programs will be maintained in the Human Resources Department (See Attachment "A"). Any other certification not listed in Attachment "A" must be approved by the City Administrator.

Employees who must complete mandated training in order to successfully complete their working test period due to new hire or promotion (i.e. POST or Certified Firefighter requirements) are not eligible for Incentive Pro Pay for completing the mandated training. Such employees are eligible to receive a *progression increase* at the conclusion of their working-test period. (Ref: EMP 12.0 – PAY PLAN)

Any degree or certification acquired prior to employment will not be eligible for Incentive Proficiency Pay

Regular fulltime employees who are required to complete mandated or specialized certification programs as part of their job (i.e. Paramedic) or due to changes to the *current* job classification/description or lateral reassignment, may receive a 2.5% supplemental increase upon certification. (Ref: EMP 12.0 – Pay Plan)¹. Employees who complete a degreed program (i.e. Bachelor's, Master's, Command College) at the request and/or expense of the City **will not** be eligible for Incentive Proficiency Pay upon completion. Employees who receive tuition reimbursement only to complete such degrees shall be eligible for Incentive Proficiency Pay upon completion.

Certification programs which may make an employee eligible for an Incentive Pro Pay Bonus include but are not limited to the following:

UGA Finance Officers Certification Program Level I & II
UGA Municipal Clerk Certification Program
Certified Public Purchasing Buyer
Certified Public Purchasing Officer
IIMC Master Municipal Clerk
Georgia Local Government Personnel Association Certified Human Resource Manager
Georgia Local Government Personnel Association Advanced Human Resource Manager
Professional in Human Resources Certification
Senior Professional in Human Resources Certification
International Personnel Management Association- Certified Professional
Housing Code Inspector Certification
American Institute of Certified Planners
National Recreation and Parks Association Certification
Certified Park and Recreation Professional
Associate Parks and Recreation Professional
Water Distribution System Operator License
Wastewater Collection System Operator
Certified Library Paraprofessional
Microsoft Certified System Engineer
Microsoft Certified Systems Administrator
Cisco Certified Network Profession
Information Technology Leadership Program
Certified Professional Secretary
Certified Administrative Professional
General Equivalency Diploma (GED)
State of Georgia P.O.S.T. Council Career Development Program Intermediate Certificate
State of Georgia P.O.S.T. Council Career Development Program Advanced Certificate
State of Georgia P.O.S.T. Council Career Development Program Supervisory Certificate
State of Georgia P.O.S.T. Council Career Development Program Management Certificate
State of Georgia P.O.S.T. Council Career Development Program Executive Certificate
State of Georgia P.O.S.T. Council Identification Technician
Federal Bureau of Investigation (FBI) National Academy Program
ICMA Credentialed Manager Certificate