

ADMINISTRATION RULES FOR CERTIFICATION PAY

Revised & Effective 2/12/2013

Certification Pay will be paid to all Regular Part-Time and Regular Full-Time employees of the City of Midlothian who possess a valid certification/license/diploma recognized on the Certification Pay Plan Schedule.

Certification Pay is limited to a maximum of \$2,400 per year and the certification must relate to the current career field of the employee. The only exception is Education, which does not have to relate to the employee's current career field. The employee's assigned department must have the Certification Pay budgeted in order for the employee to be paid certification pay.

FOR NEW EMPLOYEES: If a certification, license, or college degree (or equivalent hours) is a minimum qualification requirement to be hired for a position, then no Certification Pay will be allowed. The possession of a certification, license, or college degree (or equivalent hours) **not used for initial qualification purposes** may receive appropriate Certification Pay if such is related to the employee's current career field.

Certification Pay will be paid in monthly amounts. The maximum single or combined payment amount is \$200. It may not be paid in a "lump sum" for the calendar year or any portion of a calendar year greater than one month. It will not be paid in advance of the employee receiving a certification, license, or transcript for a completed college degree or hours.

Certification Pay will stop upon expiration of the certificate/license, upon termination of employment, or upon a change to a career field not related to the certification.

Employees wishing to receive Certification Pay must present a copy of the appropriate certificate/license/diploma, which shows the date of issuance and (where applicable) date of expiration, to the Human Resources Department with a completed copy of the *Personnel Action Request Form* (see HR Department for guidance on how to complete the form). The employee must submit a copy of all renewal certifications with a completed copy of the *Personnel Action Request Form* to the Human Resources Department to assure continuation of the Certification Pay. Employees wishing to receive Certification Pay for education must present a copy of their college or university transcript(s) and (for Bachelor Degree equivalency only) a copy of the degree plan prepared by the college or university to the Human Resources Department with a completed copy of the *Personnel Action Request Form*.

Upon verification of an employee's eligibility to receive Certification Pay, the Human Resources Department will forward the *Personnel Action Request Form* (previously prepared by the employee's department) to the Finance Department for payroll processing.

The effective date for all certification pay requests will be the first day of the first pay period of the month following receipt in the Human Resource Department. There will be no retroactive effective dates in exception to the above effective date policy.