



## PERSONNEL POLICIES AND PROCEDURES

Subject: **PROFESSIONAL CERTIFICATION INCENTIVE PROGRAM**

Effective: 01/01/03

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### I. POLICY STATEMENT

Eligible employees shall receive additional compensation, as specified in the Salary Resolution, for maintaining a qualifying professional certification or license which has been reviewed and approved by the Department of Human Resources. The professional certification or license represents extraordinary and exceptional professional competency.

### II. PROCEDURES

#### A. Eligibility

Employees in classifications represented by the Professional Units of International Association of Machinists and Aerospace Workers are eligible for the Professional Certification Incentive Program when possessing an authorized license or certificate that reflects their achievement in attaining certification for professional excellence and experience.

#### B. Qualifying License/Certification

The professional certificate or license must be of the highest measure and meet the following criteria:

1. The professional license or certification must be issued by either the State of California or a nationally recognized professional organization that administers a nationwide competency examination recognized by the City as a standard of excellence and professional competency.
2. The license or professional certification shall be directly applicable to the employee's classification, and shall be over and above the basic job qualifications required for the position held.
3. The license or certification must be renewed through additional testing or some form of recertification; i.e., taking additional approved classes each year.

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4. All licenses or certifications must be evaluated and approved by the Director of Human Resources before they may be considered for this program. Decisions by the Director of Human Resources regarding eligibility are final.

C. Conditions and Exceptions

1. Employees possessing a license or certificate that meets the criteria established above, and that has been authorized by Director of Human Resources must submit a transmittal along with proof of license or certification to the Department of Human Resources.
2. In addition to proof of license or certification, an employee must submit copies of qualifying continuous professional training or education. The continuous professional training or education must be consistent with the certifying organization's criteria. Employees must submit the appropriate number of continuous training or education hours required for recertification by the governing body of their specific certification. The Department of Human Resources will track and verify that the continuous training or education hours submitted are to the standard and exceptional competency level that is required of the program.
3. The qualified period for additional compensation under the Professional Certification Incentive Program is determined annually and is based on the month in which the license or certification is received. Once eligible, qualified employees will receive the incentive pay on the first day of the month following the date that they were granted the license or certification. For example, if the license or certificate is earned on March 10, 20XX, then the employee is qualified to receive additional compensation starting April 1, 20XX and ending April of the next year. Proof of license or certification must be submitted one month prior to the expiration of the license or certificate.
4. Employees are not eligible for the Professional Certification Incentive Program when the license or certification is **required** in the employee's existing grade level distinguishing characteristic, or when the employee is already compensated for the license or certificate by another incentive or skill pay.

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D. Compensation

Professional Certification Incentive Pay shall be paid at a flat monthly allowance. Payment of the incentive pay will be received on the second paycheck of each eligible month.

At no time will an employee receive additional compensation for holding more than one qualifying license or certification.

**III. REFERENCES**

- A. Memorandum of Understanding (MOU) between the City of Long Beach and the International Association of Machinists and Aerospace Workers: Unit Provisions, Professional Units.
- B. Salary Resolution: Professional Certification or License.