

**MONTEREY REGIONAL WATER POLLUTION CONTROL AGENCY**  
**Personnel Policies and Procedures**

<b><i>CERTIFICATION INCENTIVE PROGRAM</i></b>	<b>No.</b>	<b>220.3</b>
	<b>Effective Date:</b>	<b>June 1, 2013</b>
	<b>Revision Date:</b>	<b>July 1, 2016</b>
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**Certification Requirement**

Certain personnel holding positions in the Operations, Maintenance, Laboratory, Source Control and Engineering Departments are required to obtain certification commensurate with their position from the State Water Resources Control Board (SWRCB), California Water Environmental Association (CWEA), or other certifying board. Refer to the current job description for the specific certification for the positions listed below:

<b>Department</b>		<b>Position</b>
Operations	Operator I-III Operations Manager	Operations Supervisor
Maintenance	Electrician Maintenance Mechanic I/II Co-gen Mechanic I/II Senior Maintenance Mechanic Senior Distribution Mechanic Plant Maintenance Supervisor Maintenance Manager	PM Mechanic Electrician/Instrumentation Technician I/II Instrumentation Systems Tech Senior Elect/Instrumentation Tech Distribution Mechanic I/II Utilities Supervisor Field Maintenance Supervisor
Laboratory	Laboratory Analyst I/II Lab Supervisor	Senior Lab Analyst
Source Control	Source Control Inspector I/II	Source Control Supervisor
Engineering	Associate/Assistant Engineer Engineering Manager	Principal Engineer

**Applicability**

All employees must obtain the required level of certification before they can be promoted to any other position for which they desire to apply, including both promotional and lateral transfers, in order to be eligible for consideration for such promotions or lateral transfers.

*Reimbursement of Costs*

MRWPCA will reimburse personnel for the costs of taking certain correspondence and other types of educational courses designed to prepare the employee for taking of the required certification exams.

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**Certification Incentive**

Inasmuch as MRWPCA benefits by having employees with certification in their current and/or related positions, MRWPCA would like to encourage all of its personnel to obtain such certification.

Furthermore, the early receipt of certification is also advantageous as it provides rapid development of employee job knowledge.

With these goals in mind, the following program is provided:

1. MRWPCA will reimburse employees for the costs for taking correspondence and other types of preparatory courses that assist in achieving the certification required by the current or most probable future position. For more information regarding reimbursement, refer to Policy 311, Employment Training and Development Program.
2. Reimbursement for certification and renewal fees is also allowed for programs related to the current and/or possible future position.
3. As an incentive to accelerate the receipt of certification in the employee's current field and in lieu of a step increase for obtaining higher certification, the following one-time certification bonuses will be paid for receipt of certification in their current field for each of the following certification levels:

**PROGRAM A (CWEA Certification)**

Grade I *	\$200
Grade II *	\$250

\* Or, equivalent position.

**PROGRAM A (SWRCB Certification)**

Grade I *	\$200
Grade II *	\$250
Grade III *	\$300

4. As an incentive to encourage employees to acquire a certification in the employee's current field above what is listed in their job description, the following certification increases will be paid for receipt of certification in their current field for each of the following certification levels:

**PROGRAM B (CWEA Certification) \***

Grade III	2.5% Increase
Grade IV*	3.5% Increase

**PROGRAM B (SWRCB Certification)\***

Grade IV	2.5% Increase
Grade V*	3.5% Increase

*\*If the employee bypasses the lower grade and attains the higher grade, they will receive the cumulative amount for both grades if they still meet the criteria.*

In order to maintain and continue receiving this increase, employees are required to submit to Human Resources 12 contact hours every two years. For more information on contact hours, please check with Human Resources.

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5. As an incentive to encourage employees to acquire knowledge in areas related to the current or future position, the following one-time bonuses will be paid upon receipt of the following certification levels:

**PROGRAM C (all employees)**

Grade I *	\$150
Grade II *	\$188
Grade III *	\$225
Grade IV *	\$263

\* *Or, equivalent position.*

6. Certification for positions not listed above will also be considered. The level of bonus will be set after evaluation of the program and with respect to the above specified bonuses.
7. For probationary employees, certification bonuses and related incentives will be paid upon completion of their initial MRWPCA probationary period.
8. Only certification programs that require an exam demonstrating proficiency in a field will be approved.
9. Employees can qualify for either the **Career Incentive Program** or the **Certification Incentive Program**, not both. Also, if an employee qualifies for a certification bonus under CWEA Program A or B, they will only qualify for a one-time Certification Bonus under Program C if they receive another form of certification and vice-versa.
- Ex. An Operator III receives a Grade V certification from SWRCB. An additional 6% will be added to the base salary. If they receive a Grade IV certification from CWEA, they will receive a one-time \$263 bonus.*
10. To avoid confusion as to which certification programs are authorized for bonuses and at what level, the employee must receive prior approval of the Supervisor/Department Manager and the General Manager or designee before starting the program.
11. If any employee's request for a certification program has been disapproved at one level, it may be appealed through the Problem Solving Procedure set forth in the Employee Handbook.