

**Amended Resolution 2022.07.3
CITY OF FLATONIA
CERTIFICATE/INCENTIVE PAY POLICY**

Effective March 12, 2024

GENERAL - It is the policy of the City of Flatonia, Texas to encourage its employees to participate in advanced training. Additional training is important to the employees and is an overall benefit to the operation of the City of Flatonia. Levels of training and certification for the training should be recognized. It is the intent of this policy to formally establish criteria by which compensation for certificates may be awarded.

The purpose of this policy is to provide for uniform standards of practice and procedure.

Authorizing Legislation – This policy is subject to and contingent upon City Council approval of an annual budget that funds these benefits and incentives.

Policy: The following guidelines shall apply to all City departments in administering certification pay programs, which shall be effective from the date above.

A. All incentive pay additions and/or deletions must be reviewed and approved by the City Council prior to implementation.

B. All incentive plans are subject to and contingent upon City Council approval of an annual budget that funds these certifications. Incentive pay is provided to all eligible full-time employees as outlined in this policy.

In order to receive compensation, the certificate or other documentation must be deemed beneficial to the city as a part of the employee's work responsibilities. Should the employee transfer to a department where certification is currently held becomes applicable, the employee may then be eligible for certificate pay. Incentive pay shall be forfeited if a transfer places the employee where the certificate is not applicable. Employees receiving certificate pay prior to this amendment shall not be affected.

Employees shall receive payment for all approved certificates pay on the last pay period of the month.

CERTIFICATE PAY SCHEDULE

All full-time employees are eligible to receive pay for certifications achieved during employment with the City of Flatonia beyond the minimum requirements for their position.

CERTIFICATE ADJUSTMENT

The Incentive Pay Program rewards employees for certifications attained during employment with the City of Flatonia to enhance performance of their job duties. All employees eligible for the following certificate pay must have successfully completed their Probationary Period before becoming eligible for the following Certificate. The incentive pay is at the discretion of the City Manager. All certificates must be beneficial to the city and used in the current position.

CITY MANAGER

Certification obtained through TEEX/FEMA Infrastructure Protection	\$50 per month
Infrastructure Disaster Management	\$50 per month
Emergency Management Certifications (one or more) (cumulative)	\$50 per month

CITY SECRETARY

Certification obtained through the Texas Municipal Clerks Association.	
Texas Municipal Clerk's 1 st Certificate	\$50 per month
Texas Municipal Clerk's 2 nd Certificate	\$50 per month
Texas Municipal Clerk's 3 rd Certificate	\$50 per month
Certified Texas Municipal Clerk	\$50 per month

Certification obtained through the International Institute of Municipal Clerks	
IIMC – Certified Municipal Clerk	\$50 per month
IIMC – Master Municipal Clerk Certificate (Cumulative)	\$50 per month

MUNICIPAL COURT

Certification obtained through the Texas Municipal Courts Association.	
Court Clerk Level I	\$50 per month
Court Clerk Level II	\$50 per month
Court Clerk Level III (Cumulative)	\$50 per month

FLOODPLAIN

Floodplain manager	\$50 per month
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CODE ENFORCEMENT

Certificate	\$50 per month
Officer (Non-Cumulative)	\$100 per month

POLICE

Certification earned through the Texas Commission on Law Enforcement	
Intermediate Certification	\$50 per month
Advanced Certification	\$50 per month
Master Certification (Cumulative)	\$50 per month

PUBLIC WORKS

Licenses obtained from the Texas Commission on Environmental Quality	
Class III-W/W Collection System Only	\$50 per month
Class II-W/W Collection System Only	\$50 per month
Class I-W/W Collection System Only	\$50 per month
Water Class A	\$50 per month
Water Class B	\$50 per month
Water Class C	\$50 per month

Wastewater Class A	\$50 per month
Wastewater Class B	\$50 per month
Wastewater Class C (Cumulative)	\$50 per month

ELECTRICAL

Master Electrician	\$100 per month
Journey Man (Non-Cumulative)	\$50 per month

PEST CONTROL

\$50 per month

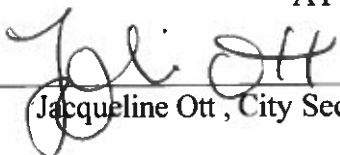
HIGHER EDUCATION

Associate's Degree	\$75 per month
Bachelor's Degree	\$100 per month
Master's Degree	\$125 per month
Ph.D. (Non-Cumulative)	\$150 per month

Passed and Approved by the City Council of Flatonia, Texas, on this 12th day of March 2024.


Dennis Geesaman, Mayor

ATTEST:


Jacqueline Ott, City Secretary

