



CERTIFICATION / STIPEND PAY POLICY

1.0 PURPOSE. The purpose of this policy is to outline the parameters regarding certification and stipend pay for full-time employees for the City of Commerce. Certification pay is reserved for employees who acquire a certification which makes them more effective and more qualified to perform their day-to-day duties outlined in their job description. These certifications are considered “above and beyond” the employee’s mandatory requirements to be employed and maintain employment with the city in the capacity of the job they were hired for.

Stipend pay is reserved for employees who have been selected to serve in a role or capacity for the city which is task related and is not necessarily something they perform on a day-to-day basis but are asked to perform above and beyond their normal job duties on an as-needed basis.

2.0 POLICY. The City of Commerce is committed to the growth, development, and betterment of our employees. In addition to a full-time employee’s regular earnings, an employee who obtains pre-approved certifications outlined in this policy, may be eligible for certification pay. Eligible employees are required to provide their supervisor or department director, and the Director of Administrative Services with proof of certification before certification pay will be awarded. Employees seeking advanced certifications should have their department head sign off on the “Certification Pre-Authorization” form prior to obtaining the certification if they want to ensure eligibility/certification pay will be received. All certifications for which an employee is seeking certification pay must be approved in advance of pursuing and/or receiving the certification pay by their respective department head, the Director of Administrative Services, the Finance Director and the City Manager to establish eligibility and available funds for the duration of the certification pay in the fiscal year in which it is sought.

Certifications must be to improve and enhance the performance of an employee’s job duties as a public service employee serving in their respective department. Certifications obtained which do not benefit an employee in the capacity of their regular, full-time job duties will not be considered for certification pay. Discretion of eligibility will fall to the department head and the final decision regarding eligibility will be at the discretion of the City Manager.

Part timers, seasonal or temporary workers, student workers, interns and contract workers are not eligible for Certification Pay through the City of Commerce.

Both certification pay and stipend pay is reviewed by the Department of Human Resources and the Payroll Department on an annual basis to establish eligibility of all employees receiving either certification or stipend pay.

3.0 RATE OF PAY. Certification pay is payable at an hourly rate in addition to an employee’s grade and step hourly rate. Salaried employees will receive certification pay on a per pay-period basis, as they do not receive an hourly wage. The basic certification amount may be adjusted periodically at the discretion of the City Manager. The basic certification payment is payable in multiples of 1, 2, 3, etc. depending on the level of certification held by the employee. The entry level begins as a multiple of 1 (x1) with that being the first level above minimum qualifications required to hold the position. **The City of Commerce has set the Certification Pay Basic Amount at \$0.58/hour for hourly/non-exempt employees or \$47.00 per pay period for salaried employees. Firefighter Certification Pay Basic Amount is based on a 24-hour workday and therefore is calculated at \$0.42/hour.**



Certifications and stipends which impact an employee’s regular rate of pay will also be taken into account when calculating the employee’s overtime rate, consistent with the Department of Labor and the Fair Labor Standards Act.

Employees are only eligible to receive certification pay for a maximum of 5 certifications.

Attached to this policy is a list of certifications approved by the City to be eligible for Certification pay. Other Certifications will not be considered for Certification Pay without department head, Administrative Services, Finance and City Manager approval and the subsequent amendment of this policy.

4.0 PROCESS. Human Resources will generate a “Change of Status” Form to notify payroll of the change in the employee’s rate of pay as Certification and Stipend pay impacts hourly employee’s rate of pay for overtime purposes. This “Change of Status” Form will accompany the “Certification Pre-Authorization” form in the employee’s personnel file.

All paperwork must be generated and returned with signed approvals within two (2) pay periods of the employee being hired or receiving the proof of eligibility for a new certification pay for payment to be retroactive. If received after this window, certification pay will only be paid going forward.

If the certification requires renewal and the employee fails to renew the certification and turn in the paperwork, the certification will be dropped until proof of renewal is received by the Department of Administrative Services on an annual basis. This applies to certifications which expire during the year or prior to the annual audit of certifications/stipends.

5.0 TRANSFERS. If an employee is currently receiving certification pay and voluntarily transfers to another department which does not require that certification, the employee is automatically ineligible for certification pay while working in the department no longer benefitting from the employee’s certifications. If an employee is involuntarily transferred to another department, certification pay will be re-evaluated to determine applicability and usefulness of certifications in the employee’s new position.

If an employee is temporarily assigned to a department by their supervisor or the City Manager, the employee’s certification pay will remain in place.

<u>Stipend pay amount multiplier</u>					
PUBLIC SAFETY STIPENDS					
SWIFT WATER MEMBER	1	\$ 0.42	SWAT MEMBER	1	\$ 0.58
EMERGENCY MANAGEMENT	1	\$ 152.00	TCOLE INSTRUCTOR	1	\$ 0.58
MISCELLANEOUS					
AIRPORT MANAGER	1	\$ 0.58			

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<u>Degree, license & certification pay amount multiplier</u>			
PUBLIC WORKS CERTIFICATES			
WATER DISTRIBUTION – C	x1	WATER TREATMENT – C	x1
WATER DISTRIBUTION – B	x2	WATER TREATMENT – B	x2
GROUND WATER – C	x1	WATER TREATMENT – A	x3
GROUND WATER – B	x2		
WASTEWATER COLLECTION – I	x1	WASTEWATER TREATMENT – C	x1
WASTEWATER COLLECTION – II	x2	WASTEWATER TREATMENT – B	x2
WASTEWATER COLLECTION – III	x3	WASTEWATER TREATMENT – A	x3
POLICE & ANIMAL CONTROL CERTIFICATES			
INTERMEDIATE COMMUNICATIONS OFFICER	x1	INTERMEDIATE PEACE OFFICER	x1
ADVANCED COMMUNICATIONS OFFICER	x2	ADVANCED PEACE OFFICER	x2
MASTER COMMUNICATIONS OFFICER	x3	MASTER PEACE OFFICER	x3
FIELD TRAINING OFFICER	x1	SPECIALIZED CATEGORY	x1
ADVANCED ANIMAL CONTROL	x1	CHEMICAL CAPTURE	x1
DUAL MASTER PEACE OFFICER & COMMUNICATIONS	x4		
FIRE CERTIFICATES			
INTERMEDIATE FIREFIGHTER	x1	INTERMEDIATE ARSON INVESTIGATOR	x2
ADVANCED FIREFIGHTER	x2	ADVANCED ARSON INVESTIGATOR	x3
MASTER FIREFIGHTER	x3	MASTER ARSON INVESTIGATOR	x4
FIREFIGHTER DEPT HEAD SUPPRESSION	x1	FIRE INSPECTOR	x1
PARAMEDIC	x5	INFECTIOUS DISEASE AUTHORITY	x1
COMMUNITY DEVELOPMENT CERTIFICATES			
PERMIT TECHNICIAN	x1	ZONING INSPECTOR	x1
RESIDENTIAL PLANS EXAMINER	x1	COMMERCIAL PLANS EXAMINER	x1
ACCESSIBILITY INSPECTOR/PLANS EXAMINER	x1	PROPERTY MAINTENANCE/HOUSING INSPECTOR	x1
CODE SPECIALIST	x1	APA CERTIFIED PLANNER	x1
RESIDENTIAL MECHANICAL INSPECTOR	x.50	RESIDENTIAL ELECTRICAL INSPECTOR	x.50
COMMERCIAL MECHANICAL INSPECTOR	x.50	COMMERCIAL ELECTRICAL INSPECTOR	x.50
CERTIFIED FLOODPLAIN MANAGER	x1	CODE ENFORCEMENT OFFICER II	x1
MISCELLANEOUS			
VEHICLE INSPECTORS LICENSE	x.30	BACKFLOW PREVENTION ASSEMBLY TESTER	x1
MOSQUITO SPRAYER LICENSE	x.30	SPLASHPAD CERTIFICATION	x.30
BI-LINGUAL CERTIFICATION	x2	DRONE PILOT CERTIFICATION	x1
NON-PD TCOLE CERTIFICATION	x1	CDL A OR B	x1

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Molly Jacobsen

Molly Jacobsen, Director of Administrative Services

Howdy Lisenbee

Howdy Lisenbee, City Manager

09/19/2023

Date Signed/Adopted