



ADDENDUM A - TO HPW CERTIFICATION INCENTIVE PAY PLAN

	ADD OR AMEND A CERTIFICATION INCENTIVE PAY CATEGORY
DATE:	
TO:	
Via	Human Resources Director
CC:	Service Line Director
FROM:	Houston Public Works Director
SUBJECT: Request Approval to Add/Amend a Certification Incentive Pay Category	
Addendum sets General Require	Works (HPW) is seeking approval of this Addendum A to accomplish the changes requested below. This forth the <i>Specific Requirements</i> for the Certification Incentive Pay category being requested. The <i>ements</i> are defined in the Department Administrative Procedure portion of the Plan. To be eligible to e Plan, employees must meet <u>both</u> the General Requirements and Specific Requirements.
TO BE COMPLET	TED BY THE SERVICE LINE
1. Service	
2. Change	e Requested: Add Amend
_	cation Incentive Pay Category (title)
	of Authority/Agency Issuing Credentials:
	c Requirements: Job Classification(s):
	d Certification/License/Skills/Other:
,	
	TED BY THE HR DEPARTMENT
	ved Certification Incentive Pay Amount: Bi-weekly One-Time
2. Limitat	ions: Maximum pay amount for multiple certifications/licenses, if applicable. \$
3. Comm	ents:
	HR Representative: Date:
into, and made Category being a and effect. In th	, made on the approved date below, to HPW's Certification Incentive Pay Plan, is hereby incorporated a part of the Plan. Provisions contained in this Addendum are specific to the Certification Incentive Pay added and shall not apply to other addenda to the Plan. All other terms of the Plan will remain in full force e event this Addendum conflicts with or modifies expressly the provisions set forth in the Plan, then the Plan shall take precedence.
The Human Res	ources Department reviewed, collaborated on, and supports this change to the Plan requested by HPW.
APPROVALS:	
HR Directo	r: Mayor:
חת טוופננט	r: Mayor:
	Date Date