



## DEPARTMENT ADMINISTRATIVE PROCEDURE CERTIFICATION INCENTIVE PAY PLAN

A.P. 3-55

Effective Date: Upon Approval

### 1. PURPOSE

To provide an effective means to motivate and compensate eligible employees by providing monetary incentives to those who obtain and maintain qualifying professional certifications, licenses, or credentials beyond the minimum requirement, or who acquire specialized skills related to their job duties that enable them to promote efficiency and productivity in their role at HPW.

### 2. OBJECTIVES

Streamline the process for creating and approving new certification incentive pay categories by integrating the general governing provisions of the Plan into a Department Administrative Procedure thus allowing the use of an Addendum form to add new categories without requiring new administrative procedures to make the additions.

### 3. OVERVIEW

HPW Certification Incentive Pay Plan includes this Department Administrative Procedure, approved Appendices, and approved Addenda. This Administrative Procedure contains the General Requirements applicable across all Service Lines in the Department and is designed to expedite the addition of new certification incentive pay categories and new job classifications to the Plan. Adding a new certification incentive pay category will require an Addendum from the Service Lines setting out the Specific Requirements applicable to the new category. Once an Addendum receives final approval, it becomes part of the Plan, and the new category is added to the Approved Certification List and Pay (Appendix 1).

### 4. SCOPE

This Plan applies to all full-time HPW employees who perform technical, professional, skilled, or administrative functions and meet the Plan requirements to receive Certification Incentive Pay.

### 5. COMPONENTS OF THE PLAN

- 5.1 Appendix 1 - The **Approved Certification List and Pay** spreadsheet including existing categories on the effective date of this Plan plus any new categories added through an Addendum after the effective date of this Plan.
- 5.2. Addendum A – A fillable form **Request to Add or Amend a Certification Incentive Pay Category** to add new categories or amend a specific category from the Plan. The approved Addendum will become part of the Plan and requested additions or changes will be made to Appendix 1.

### 6. THE APPROVAL PROCESS

- 6.1 The routing process for the **Activation/Deactivation Form** are to be done through DocuSign or other HPW approved electronic process determined by the HPW Director.
  - 6.1.1 Activation/Deactivation Form prepared by Service Line Manager.
  - 6.1.2 Service Line Manager confirms budget and all requirements are met.
  - 6.1.3 Form is routed to Service Line Director for approval.

APPROVED:

DocuSigned by:

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DATE APPROVED:

10/17/2023

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- 6.1.4 Service Line Manager forwards approved form with back up documents to HR for processing.
- 6.2 The routing process for Request to Add or Amend a Certification Incentive Pay Category are to be done through DocuSign or other HPW approved electronic process determined by the Director. Approval routing may vary, but final approval for adding new categories of Incentive Pay or changes in pay require approval from the Mayor or designee.
  - 6.2.1 Addendum A prepared by Service Line.
  - 6.2.2 Service Line Director or designee reviews and initials, then routes to
  - 6.2.3 HPW Chief of Staff to review and initial, routes to
  - 6.2.4 HPW Director to review and if approved, routes to
  - 6.2.5 the Department of Human Resources (HR) for verification and approval, and
  - 6.2.6 if adding a new category of Certification Incentive Pay or amending Incentive Pay amounts, HR submits it to Mayor for final approval.
- 6.3 Once approved by the Mayor, the Addendum becomes part of the Plan and requested changes are made to the Approved Certification List and Pay.

## **7. GENERAL AND SPECIFIC REQUIREMENTS**

- 7.1. Eligibility to participate in the Plan:
  - 7.1.1 Employees must meet both the General Requirements and Specific Requirements of the Plan as specified in sections 7.2 and 7.3.
  - 7.1.2 Executive-level employees are not eligible for Certification Incentive Pay.
  - 7.1.3 Except for meeting the HEAR score requirement in section 7.2.5 below, new hires, re-hired, or transferred employees who meet both the General Requirements and the Specific Requirements are eligible for Certification Incentive Pay upon being hired. Thereafter, they will be required to meet all the requirements after one (1) year on the job or upon receiving their first HEAR assessment, whichever occurs first.

### **7.2 General Requirements**

- 7.2.1 Employees must be working in one of the job classifications listed in the Approved Certification List and Pay.
- 7.2.2 Employees are only eligible to receive Certification Incentive Pay for the certification discipline in which the employee is assigned.
- 7.2.3 In situations where a certification discipline has ascending levels of progression, employee may only be paid for the highest level obtained.
- 7.2.4 Employees performing jobs that involve multiple disciplines, may earn certification incentive pay for each of the disciplines up to the maximum specified in the Approved Certification List and Pay.
- 7.2.5 Employee must have a score of 3.00 or higher on their most recent HEAR evaluation.
- 7.2.6 Employees must have no pending or active corrective actions as defined in A.P. 3-7.

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7.2.7 Employees must maintain all requirements needed to keep their credentials active and must be in good standing with the issuing agency. If certification is not maintained in active status, the incentive pay will be discontinued until credentials are renewed or reactivated.

7.2.8 Certification incentive pay will stop if the employee transfers to another Department; or Service Line if the certification is no longer directly related to the new job duties or job classification.

### **7.3 Specific Requirements**

7.3.1 When requesting a new Certification Incentive Pay category, the Specific Requirements should be set forth in the Addendum A, which should include among other things, job classifications, certifications, licenses, or specialized skills required to qualify.

7.3.2 The Specific Requirements for each approved Certification Incentive Pay category are listed in the Approved Certification List and Pay under the headings "Eligible Certifications/Licenses/" and "Job Classifications."

## **8 CERTIFICATION INCENTIVE PAY**

8.1 Becomes effective at the beginning of the next pay period following final approval of the employee enrollment form (Activation/Deactivation Form).

8.2 Incentives are paid bi-weekly unless otherwise specified in the Approved Certification List and Pay.

8.3 Incentive amounts are specified in the Approved Certification List and Pay.

## **9 DEFINITIONS**

<b>TERM</b>	<b>DEFINITION</b>
Approved Certification List and Pay	The department-wide list of approved certifications, job classifications, and pay amounts set forth in Appendix 1 describing specific HPW jobs that have been approved by the Mayor as eligible to receive Certification Incentive Pay.
Addendum A	Form to add or amend a new category of Certification Incentive Pay to the Approved Certification List and Pay. These requests to add a new Certification Incentive Pay category must include the Specific Requirements associated with the pay category.
Appendix 1	The Approved Certification List and Pay is a complete list of certifications, job categories, and incentive pay amounts including the ones existing on the effective date of this Plan plus other categories added afterwards.
Credentials	Documents issued by a third party, such as an educational institution or an industry occupational certifying organization, with the relevant authority or expertise to issue such a credential attesting to employee's abilities, experience and competence that qualifies that person for a particular job or activity. (e.g., license, certificate, degree, etc.)
Department Administrative Procedure	This Administrative Procedure containing the General Requirements and Specific Requirements that employees must meet to be considered for enrollment into the Plan.
Employee	Current full time HPW employee

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Employee Portal	HPW's intranet portal with official administrative procedures and forms located at: <a href="http://www.insidehoustonpublicworks.org">www.insidehoustonpublicworks.org</a>
Essential Job Function	Job duty that is essential to performing the function of the respective job as further described in list of City job descriptions and as determined by Service Line Director.
General Requirements	Set of standards and minimum qualifications that apply across all Service Lines in the Department. These requirements must be met to be considered for enrollment in the Certification Incentive Pay Plan.
HPW	Houston Public Works Department.
HPW Director	The Director of Houston Public Works or designee.
HR Director	The Director of Houston's Human Resources Department or designee.
Incentive Pay	Additional compensation paid to employees who qualify to participate in the Plan.
License	Applicable license or occupation license granted through a professional body, professional board, or agency.
Official Job Title	An approved job classification listed in the most recent Master Classification Ordinance approved by City Council. This list is posted online on the Human Resources Department's Website.
Plan	The combination of the Department Administrative Procedure, approved appendices (Appendix 1 spreadsheet), and any approved Addendum.
Specific Requirements	Requirements specific to a certification or job category to qualify for Certification Incentive Pay. The Specific Requirements must be defined in the approved Addendum A for that Incentive Pay category and may include, among other things, job classification, certifications, licenses, and specialized skills.

## 10 ROLES AND RESPONSIBILITIES FOR EMPLOYEE ENROLLMENT INTO THE PLAN

ROLE	RESPONSIBILITY
Employee	<ol style="list-style-type: none"> <li>1. Submits all required documentation to the supervisor to qualify for the Certification Incentive Pay.</li> <li>2. Must maintain their credentials in active status, if not, the Certification Incentive Pay will be discontinued.</li> <li>3. Must inform supervisor when license or certificate is no longer valid.</li> <li>4. Must inform supervisor about any discrepancies or missed bi-weekly certification incentive pay.</li> </ol>
Service Lines	<ol style="list-style-type: none"> <li>1. Determines and monitors employee eligibility as defined in the Department Administrative Procedure.</li> <li>2. Conducts internal periodic reviews and program goals.</li> <li>3. Requests addition of modifications or discontinuations of existing certification incentive pay utilizing Addendum A.</li> <li>4. Defines the Specific Requirements for new Certification Incentive Pay categories.</li> <li>5. Informs employee when the credential is up for renewal.</li> </ol>

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Service Line Manager	<ol style="list-style-type: none"> <li>1. Validates employee's qualifications, eligibility, and accreditation requirements for certification incentive pay.</li> <li>2. Initiates the Certification Incentive Pay process by certifying employee meets the conditions of this Administrative Procedure and routes the properly completed Activation/Deactivation Form to the Service Line Director for review and approval.</li> <li>3. Upon approval, the manager submits the Activation/Deactivation Form and copy of certification documents by email to Human Resources Shared Services inbox.</li> <li>4. Sends a copy of the employee's certification to the employee's personnel file with HR; and keeps track of employees' certification status and renewal deadlines.</li> </ol>
HPW Department	<ol style="list-style-type: none"> <li>1. Implements and administers this Administrative Procedure 3-55.</li> <li>2. Performs periodic reviews to ensure procedure compliance and decides whether to continue, revise, or discontinue the Certification Incentive Pay Plan.</li> </ol>

## **11 CHANGES TO THE ADMINISTRATIVE PROCEDURE FOR CERTIFICATION INCENTIVE PAY PLAN**

### **11.1 Add a New Certification Incentive Pay Category** - Requires Mayor's approval.

11.1.1 Service Lines initiate the request utilizing the form in Addendum A.

11.1.2 Service Lines define the Specific Requirements for the Certification Incentive Pay category requested. Specific Requirements include certifications, licenses, training, or other qualifications identified by the Service Line as a requirement for receiving Certification Incentive Pay.

11.1.3 Service Lines submit the completed form for approval in accordance with approval process set forth in section 6.2.

### **11.2 Amending a Certification Incentive Pay Category** - Requires HPW Director and HR Director's approval. Mayor's approval only required if changes to pay amounts are being requested.

11.2.1 Service Lines initiate the request by completing an Addendum A form.

11.2.2 Service Lines define the specific changes desired.

11.2.3 Service Lines submit the request for approval in accordance with the process set forth in section 6.2.

### **11.3 Deleting a Certification Incentive Pay Category** – Only requires a memo from HPW Director or designee to the HR Director requesting the deletion.

## **12 EMPLOYEE PARTICIPATION**

12.1 Enrolling or removing an employee from the Plan does not require Mayor's approval. This only requires approval by the HPW Service Line Director – but the approved form must be submitted to HR for processing and for updating the employee's file.

12.2 Enrolling employees into the Plan requires the Service Line to initiate the request by completing the applicable information in the Activation/Deactivation Form.

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- 12.3 Removing employees from the Plan requires the Service Line to initiate the request by completing the applicable information in the Activation/Deactivation Form.

### **13 ADDENDUMS**

- 13.1 Addendums expand, modify, or rescind the terms of the Plan by adding, deleting, or amending categories of Incentive Pay to the Approve Certification List and Pay spreadsheet. If inconsistencies exist between the terms of the Plan and terms of an Addendum, the requirements of the Plan will be followed.
- 13.2 **Addendum A** - Fillable Form for adding a new category of Certification Incentive Pay to the Plan or amending an existing category of Certification Incentive Pay. The Addendum should include the Specific Requirements that are applicable to the type of Certification Incentive Pay being added.

### **14 APPENDICES**

- 14.1 **Appendix 1** – Spreadsheet titled 'Approved Certification List and Pay' which contains the active List of Eligible Certifications/Licenses and Classifications Eligible for Certification Incentive Pay that existed prior to the effective date of this Department Administrative Procedure plus any Certification Incentive Pay categories added to list after approval of this Plan.
- 14.2 Changes to the Approved Certification List and Pay are done by the HPW Department once the HR Department completes final approval of Addendum A.

### **15 HYPERLINKS TO FILLABLE FORMS AND THE APPROVED CERTIFICATION LIST AND PAY**

- 15.1 **Activation/Deactivation Form** -
- 15.2 **Appendix 1 - The Approved Certification List and Pay** -

### **16 COMPLIANCE**

- 16.1 Adherence to the above is mandatory. Any employee who violates this procedure may be subject to corrective action.

### **17 AUTHORITY**

- 17.1 City of Houston Administrative Procedure 3-8, Performance Incentive Pay Plans for Municipal Employees.
- 17.2 This procedure shall supersede any previous HPW procedures or directives relating to incentive pay plans and shall remain in effect until rescinded by the Houston Public Works Director.



## 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**

Houston Public Works (HPW) is seeking approval of this Addendum A to accomplish the changes requested below. This Addendum sets forth the ***Specific Requirements*** for the Certification Incentive Pay category being requested. The ***General Requirements*** are defined in the Department Administrative Procedure portion of the Plan. To be eligible to participate in the Plan, employees must meet both the General Requirements and Specific Requirements.

#### TO BE COMPLETED BY THE SERVICE LINE

1. **Service Line:**    \_\_\_\_ CAS    \_\_\_\_ CP    \_\_\_\_ DO    \_\_\_\_ FMS    \_\_\_\_ HPC    \_\_\_\_ HW    \_\_\_\_ TDO
2. **Change Requested:**      Add ☐                  Amend ☐
3. **Certification Incentive Pay Category** (title) \_\_\_\_\_
4. **Name of Authority/Agency Issuing Credentials:** \_\_\_\_\_
5. **Specific Requirements:** Job Classification(s): \_\_\_\_\_ **Pay Grade:** \_\_\_\_\_  
**Required Certification/License/Skills/Other:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

#### TO BE COMPLETED BY THE HR DEPARTMENT

1. **Approved Certification Incentive Pay Amount:** \_\_\_\_\_ ☐ Bi-weekly      ☐ One-Time
2. **Limitations:** Maximum pay amount for multiple certifications/licenses, if applicable. \$ \_\_\_\_\_
3. **Comments:** \_\_\_\_\_

HR Representative: \_\_\_\_\_ Date: \_\_\_\_\_

This Addendum, made on the approved date below, to HPW's Certification Incentive Pay Plan, is hereby incorporated into, and made a part of the Plan. Provisions contained in this Addendum are specific to the Certification Incentive Pay Category being added and shall not apply to other addenda to the Plan. All other terms of the Plan will remain in full force and effect. In the event this Addendum conflicts with or modifies expressly the provisions set forth in the Plan, then the provisions of the Plan shall take precedence.

The Human Resources Department reviewed, collaborated on, and supports this change to the Plan requested by HPW.

#### APPROVALS:

**HR Director:**

**Mayor:**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date





**INSTRUCTIONS:**

This form should be used to activate or deactivate incentive pay.

Step 1: Please type the requested information in the fields below.

Step 2: Obtain the proper signature from Approving Authority.

Step 3: Return the completed request to the requesting Manager.

Step 4: Send approved request and **copies of scanned certificates/license** with

Title: HPW – (Name of Service Line)

To: [HPWactivationform@houstontx.gov](mailto:HPWactivationform@houstontx.gov)

**To Be Completed by Service Lines**

Check Action to be Taken:

Activation ☐

Deactivation ☐

**EMPLOYEE INFORMATION**

Date: First Name: Last Name: Employee ID:	Employee Title: Pay Grade: Classification:	Service Line: Location: Fund: Cost Center:
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**REQUEST FOR PAY ACTIVATION**

Attach Certificates/License:	Incentive Pay Type/Certification: Bi-Weekly Amount: (*Note: If more than one type, list both and total bi-weekly amount.)
Verified By Manager: <input type="checkbox"/> General Requirements <input type="checkbox"/> Specific Requirements	Manager's Review Date: _____ Manager's Signature: _____

**REQUEST FOR PAY DEACTIVATION**

Please Check the Appropriate Reason Below to Discontinue Pay Incentive:	
<input type="checkbox"/> Certification Expired:	<input type="checkbox"/> Level 1 or Level 2
<input type="checkbox"/> Change in Job Duties:	<input type="checkbox"/> Transfer to Another Service Line or Department:
<input type="checkbox"/> HEAR Rating Below 3.00: Yes	<input type="checkbox"/> No longer Meets the Requirements
Other (explain):	

\_\_\_\_\_  
Approving Service Line Deputy Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number