

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF GLENN HEIGHTS, TEXAS CHAPTER 9, PERSONNEL, ARTICLE 9.09 PERSONNEL POLICIES MANUAL, PREVIOUSLY ADOPTED AND DATED JUNE 7, 2010 ADOPTING GUIDELINES FOR THE ATTAINMENT AND COMPENSATION FOR CITY RECOGNIZED ACCREDITATIONS AND DIRECTING THE CITY SECRETARY TO MAINTAIN AN OFFICIAL COPY IN SUCH OFFICE AND KEEP SUCH MANUAL UP-TO-DATE; PROVIDING FOR SEVERABILITY; PROVIDING FOR PUBLICATION AND EFFECTIVE DATE; AND ORDAINING OTHER PROVISIONS RELATED TO THE SUBJECT MATTER HEREOF.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GLENN HEIGHTS, TEXAS:

SECTION 1. That the Code of Ordinances of the City of Glenn Heights, Texas, Chapter 9, Personnel, Article 9.09, Personnel Policies Manual Adopted June 7, 2010, be amended to include provisions for the attainment and compensation of City-recognized accreditations, namely certification and assignment pay as outlined in Exhibit A.

SECTION 2. This Ordinance upon its enactment and effective date shall repeal all conflicting ordinances relative to personnel, certification pay and professional accreditations.

SECTION 3. If any word, section, sentence, clause, or phrase of this ordinance, or application thereto to any person or circumstance is held to be invalid or unconstitutional by a court of competent jurisdiction, such holding shall not affect for any reason, the validity of the remaining portion of this ordinance; and the City Council hereby declares it would have passed such portions of this ordinance despite such invalidity, which remaining portions shall remain in full force and effect.

SECTION 4. This Ordinance shall be published according to the law and shall be and remain in full force and effect thereafter.

READ, CONSIDERED, PASSED AND ADOPTED by the City Council of Glenn Heights at a regular meeting on the 2nd day of September 2010, at which a quorum was present, and for which due notice was given pursuant to Government Code, Chapter 551.

Victor Pereira, Mayor

Attest:

Othel Murphree, City Secretary

Exhibit A

Attainment of Professional Certifications and Accreditations

1.0 Attainment of Professional Certifications and Accreditations

The City recognizes the importance and benefit of professional accreditations and certifications. Certifications and accreditations must be recognized by the City, *directly related* to the job performed and must be a reasonable *requirement* for the fulfillment of the job duties.

Employees, upon request, may be allotted paid leave to prepare for and/or complete certification exams and testing not to exceed one (1) day each. Time off will be at the discretion of the manager and will be based upon departmental needs and the applicability of the certification or accreditation.

Employees may be eligible to receive a stipend in the form of certification or assignment pay for approved certifications and accreditations. See section 1.1 for an explanation of qualifications and tiers for stipends.

The following are recognized certifications and accreditations by the City of Glenn Heights.

Certification	Requirements *Subject to change as required by the Governing Body.	Governing Body	Stipend Level	Type C= Certification Pay A= Assignment Pay
Fire				
Structure Firefighter Intermediate	Basic Firefighter Cert 4 yrs. Experience Required training	International Fire Service Accreditation Congress Texas Commission on Fire Protection	II	C
Structure Firefighter Advanced	Intermediate Firefighter Cert 8 yrs. Experience Required training	International Fire Service Accreditation Congress Texas Commission on Fire Protection	III	C
Structure Firefighter Master	Advanced Firefighter Cert. 12 yrs. Experience Associates Degree or 60 sem. Hrs. (w/ 18 in Fire Science)	International Fire Service Accreditation Congress Texas Commission on Fire Protection	IV	C
Fire Inspector Basic	Exam	International Fire Service Accreditation Congress Texas Commission on Fire Protection	I	C
Arson Investigator Basic	TCLEOSE License Exam	International Fire Service Accreditation Congress Texas Commission on Fire Protection	I	C
Driver/Operator-Pumper	Fire Suppression Cert. Exam	International Fire Service Accreditation Congress Texas Commission on Fire Protection	I	C
Fire Service Instructor Level I	3 yrs. Experience Exam Field Examiner Course	International Fire Service Accreditation Congress Texas Commission on Fire Protection	N/A	A
Police				
Intermediate Peace Officer	Basic Peace Officer Cert. Active License or Appointment Required Courses 400-2400 hrs. of service, or Associate's Degree + 4 yrs. Of service, or Bachelors Degree or higher + 2 yrs. Of service	Texas Commission on Law Enforcement Officer Standards and Education	II	C

Advanced Peace Officer	Basic Peace Officer Cert. Intermediate Peace Officer Cert. Active License or Appointment Required Courses 800-2400 hrs. of service, or Associate's Degree + 6 yrs. Of service, or Bachelors Degree or higher + 5 yrs. Of service	Texas Commission on Law Enforcement Officer Standards and Education	III	C
Master Peace Officer	Basic Peace Officer Cert. Intermediate Peace Officer Cert. Advanced Peace Officer Cert. 1200-4000 hrs. of service, or Associate's Degree + 12 yrs. Of service, or Bachelors Degree + 9 yrs. Of service, or Master's Degree + 7 yrs. Of service, or Doctorate/JD + 5 yrs. Of service	Texas Commission on Law Enforcement Officer Standards and Education	IV	C
Field Training Officer	2 yrs. Of service* Required training *Departmental requirement	Texas Commission on Law Enforcement Officer Standards and Education	N/A	A
Crime Prevention Officer	Required training	Texas Commission on Law Enforcement Officer Standards and Education	N/A	A
Instructor	4 yrs. Of service* Required training *Departmental requirement	Texas Commission on Law Enforcement Officer Standards and Education	N/A	A
Intermediate Telecommunicator	Active License or Appointment Basic Telecommunicator Cert. 2 yrs. of service 120+ hrs. of Required training	Texas Commission on Law Enforcement Officer Standards and Education	II	C
Advanced Telecommunicator	Active License or Appointment Basic Telecommunicator Cert. Intermediate Telecommunicator Cert. 4 yrs. of service 240+ hrs. of Required training	Texas Commission on Law Enforcement Officer Standards and Education	III	C
Code Enforcement Officer	Exam Only	Texas Department of State Health Services	I	C

Municipal Services				
Public Water System Operator C (Surface Water, Groundwater or Distribution)	G.E.D or High school Diploma + 2 yrs. 60- 64 hrs. of Required training Exam	Texas Commission on Environmental Quality	II	C
Public Water System Operator B (Surface Water, Groundwater or Distribution)	G.E.D or High school Diploma + 5 yrs. Bachelor's Degree + 2.5 yrs. 100-124 hrs. of Required training Exam	Texas Commission on Environmental Quality	III	C
Public Water System Operator A (Waterworks)	G.E.D or High school Diploma + 8 yrs. Bachelor's Degree + 5 yrs. Master's Degree + 4 yrs. 164 hrs. of Required training Exam	Texas Commission on Environmental Quality	IV	C
Wastewater Treatment Plant Operator C	G.E.D or High school Diploma 60 hrs. of Required training Exam	Texas Commission on Environmental Quality	I	C
Wastewater Treatment Plant Operator B	G.E.D or High school Diploma + 5 yrs. Bachelor's Degree + 2.5 yrs. 100 hrs. of Required training Exam	Texas Commission on Environmental Quality	III	C
Wastewater Treatment Plant Operator A	G.E.D or High school Diploma + 8 yrs. Bachelor's Degree + 5 yrs.	Texas Commission on Environmental Quality	III	C

	Master's Degree + 4 yrs. 160 hrs. of Required training Exam			
Wastewater Collection II	G.E.D or High school Diploma 60 hrs. of Required training 2 yrs. Of Experience Exam	Texas Commission on Environmental Quality	II	C
Wastewater Collection III	G.E.D or High school Diploma + 5 yrs. Bachelor's Degree + 2.5 yrs. 100 hrs. of Required training Exam	Texas Commission on Environmental Quality	III	C
Irrigation Technician or Landscape Irrigation Technician	G.E.D or High school Diploma Required training Exam	Texas Commission on Environmental Quality	I	C
Finance				
Certified Payroll Professional	3 yrs. Of Experience Required Training 18-24 months of practical current experience	American Payroll Association	II	C
Fundamental Payroll Certification	Exam	American Payroll Association	I	C

1.1 Certification and Accreditation Pay Stipend

All full-time and part-time regular employees who possess and/or attain job related City recognized professional certifications and accreditations may be eligible for a stipend in the form of certification or assignment pay, paid in increments as determined by Finance and/or the Annual Payroll Schedule. *Certifications that are a pre-requisite of employment will not receive a stipend.

Stipends are approved by the Department Head based on the relevancy and requirements of the department. Attainment of a professional certification or accreditation alone does not warrant or guarantee payment of a stipend.

Stipends are not cumulative and will only be awarded for the highest level of attainment completed in any one category where applicable. Credentials will be verified prior to receiving a stipend and may be verified periodically during the course of employment.

Failure to maintain certifications/accreditations and/or the re-assignment or removal of applicable duties will result in the loss of a stipend.

Stipends are based on the following parameters...

Certification Pay		
Level	Qualifications	Annual Stipend
I	Exam Only, and/or Required Training, and/or No education requirement/G.E.D/HS Diploma	\$300
II	Exam Only, and/or Required Training, and G.E.D/HS Diploma/Associate's Degree, and 1- up to 4 yrs. of Experience	\$600
III	Exam Only, and/or Required Training, and G.E.D/HS Diploma/Associate's Degree/Bachelor's Degree, and/or 4- up to 8 yrs. of Experience and/or Management or Exempt-level Position Attainment Requirement	\$900
IV	Exam Only, and/or Required Training, and G.E.D/HS Diploma/Associate's/Bachelor's /Master's Degree, and/or 8-12+ yrs. of Experience and/or Management or Exempt-level Position Attainment Requirement	\$1200

Assignment Pay
<p>Assignment pay is provided with the expectation that employees will be required to periodically perform tasks related to their approved accreditations and certifications in addition to normal work duties.</p> <p>Assignment pay is calculated as 1.5 times the employee's standard hourly salary and will only be provided for the actual performance of tasks related to the accreditation or designation.</p>

1.2 Assignment Pay Form



City of Glenn Heights

Assignment Pay Request Form

Name: _____ Employee ID: _____ Department: _____

Pay Period Beginning: _____ Pay Period Ending: _____

Date	Start Time	End Time	Total Hours	Assignment Code	Description of activity

Assignment Codes

Police

- PFTO- Field Training Ofcr
- PCPO- Crime Prevention Ofcr
- PINT- Instructor

Fire

- FINS- Instructor

Additional Comments (optional) :

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Manager Signature: _____ Date: _____

All assignment pay MUST be pre-approved.