

CIVIL SERVICE REGULATION 5 TO BE AMENDED as follows:

5.158 - CLASSES ELIGIBLE FOR IN-POSITION PROMOTION.

Non-Represented Classes

Level 1	Level 2	Level 3
Budget Analyst 1 – 2C11	Budget Analyst 2 – 2C12	None
Management Trainee (All Specialties) – 2L03	Human Resources Professional 1 – 2H90	Human Resources Professional 2 – 2H91 or Personnel Analyst 2 – 2H02
Management Trainee (All Specialties) – 2L03	Administrative Specialist 1 (Confidential) – 2L16	Administrative Specialist 2 (Confidential) – 2L17

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Level 1	Level 2
Deputy Sheriff Officer Recruit (5H40)	Deputy Sheriff Officer (5H41)
Police Officer Recruit – 6A01	Police Officer 1 – 6A02

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District Council 47.

In-Position Promotions for the District Council 47 classes below will be in accordance with Civil Service Regulation 5.15.

Level 1	Level 2	Level 3	Level 4
Information Technology Trainee – 1E70	Programmer Analyst 1 – 1E75 (Systems Programming Specialty Only)	Systems Programmer – 1E62	Systems Programmer Project Specialist – 1E63
Information Technology Trainee – 1E70	Programmer Analyst 1 – 1E75	Programmer Analyst 2 – 1E76	Programmer Analyst 3 – 1E77

Accountant/Revenue Examiner/Contract Auditor Trainee – 2A05	Accountant 1 – 2A06	Financial Accountant – 2A09 (Finance Dept. Only)	None
Accountant/Revenue Examiner/Contract Auditor Trainee – 2A05	Accountant 1 – 2A06	Departmental Accounting Systems Specialist – 2A19 (DHS & Airport Only)	None
Auditor Trainee – 2A40	Auditor 1 – 2A41	Auditor 2 – 2A42	None
Accountant/Revenue Examiner/Contract Auditor Trainee – 2A05	Contracts Auditor 1 – 2A65	Contracts Auditor 2 – 2A66	None
Accountant/Revenue Examiner/Contract Auditor Trainee – 2A05	Revenue Examiner 1 – 2B31	Revenue Examiner 2 – 2B32	None
Tax Analyst Trainee – 2B49	Tax Analyst 1 – 2B50	Tax Analyst 2 – 2B51	None
Administrative Technical Trainee – 2L04	Real Property Evaluator 1 – 2D16	Real Property Evaluator 2 – 2D17	None
Research and Information Analyst 1 – 2F21	Research and Information Analyst 2 – 2F22	None	None
Archivist 1 – 2G02	Archivist 2 – 2G03	None	None
Public Relations Specialist Trainee – 2J01	Public Relations Specialist 1 – 2J02	Public Relations Specialist 2 – 2J03	None
Administrative Technical Trainee – 2L04	Procurement Technician 1 – 2E02	Procurement Technician 2 – 2E03	None

Administrative Technical Trainee – 2L04	Minority Business Enterprise Specialist 1 – 2E32	Minority Business Enterprise Specialist 2 – 2E33	None
Administrative Technical Trainee – 2L04	Election/Public Integrity Compliance Specialist – 2M56	None	None
Administrative Technical Trainee – 2L04	Administrative Specialist 1 – Non-Confidential – 2L31	Administrative Specialist 2 – Non-Confidential – 2L32	None
Disease Surveillance Investigator 1- 4A08	Disease Surveillance Investigator 2- 4A09	None	None
Prosecution Assistant 1 – 2M88	Prosecution Assistant 2 – 2M89	None	None
Airport Operations Trainee – 2P01	Airport Properties Specialist 1 – 2P02	Airport Properties Specialist 2 – 2P03	None
Airport Operations Trainee – 2P01	Airport Assistant Operations Officer – 2P10	Airport Operations Officer – 2P11	None
Graduate Civil Engineer – 3B04	Civil Engineer 1 – 3B05	Civil Engineer 2 – 3B06	None
<u>Streets Graduate Engineer – 3B07</u>	<u>Civil Engineer 1 – 3B05</u>	<u>Civil Engineer 2 – 3B06</u>	<u>None</u>
Graduate Electrical Engineer – 3B10	Electrical Engineer 1 – 3B11	Electrical Engineer 2 – 3B12	None
Graduate Mechanical Engineer – 3B20	Mechanical Engineer 1 – 3B21	Mechanical Engineer 2 – 3B22	None
Graduate Environmental Engineer – 3B60	Environmental Engineer 1 – 3B61	Environmental Engineer 2 – 3B62	None
Architectural Projects Trainee – 3D01	Architectural Projects Coordinator 1 – 3D04	Architectural Projects	None

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		Coordinator 2 – 3D05	
City Planner Trainee – 3E01	City Planner 1 – 3E02	City Planner 2 – 3E03	None
Historic Preservation Planner 1 – 3E10	Historic Preservation Planner 2 – 3E11	None	None
Geographic Information Systems Specialist Trainee – 3E19	Geographic Information Systems Specialist 1 – 3E20	Geographic Information Systems Specialist 2 – 3E21	None
Graduate Environmental Scientist – 3H11	Environmental Scientist 1 – 3H12	Environmental Scientist 2 – 3H13	None
Graduate Chemist – 3H25	Analytical Chemist 1 – 3H26	Analytical Chemist 2 – 3H27	None
Forensic Scientist 1 – 3H48	Forensic Scientist 2 – 3H49	None	None
Medical Technologist 1 – 3H67	Medical Technologist 2 – 3H66	None	None
Public Health Sanitarian – 4J41	Sanitarian Specialist – 4J45	None	None
Social Services Trainee – 5A03	Social Work Services Manager 1 – 5A06	Social Work Services Manager 2 – 5A07	None
Social Work Intern – 5A04	Social Work Services Manager 1 – 5A06	Social Work Services Manager 2 – 5A07	None
Social Work Services Trainee – 5A05	Social Work Services Manager 1 – 5A06	Social Work Services Manager 2 – 5A07	None

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Social Work Services Trainee – 5A05	Health Services Social Worker 1 – 5A61	Health Services Social Worker 2 – 5A62	None
Human Relations Representative 1 – 5C31	Human Relations Representative 2 – 5C32	None	None
Mental Health Emergency Services Coordinator 1 – 5E06	Mental Health Emergency Services Coordinator 2 – 5E07	None	None
Health Education & Training Specialist 1 – 5G11	Health Education & Training Specialist 2 – 5G12	None	None
Criminal Investigative Research Analyst Trainee – 6C20	Criminal Investigative Research Analyst – 6C21	None	None
Park Management Trainee – 7N50	Park Manager 1 – 7N51	Park Manager 2 – 7N52	None
Librarian 1 – 9B02	Librarian 2 – 9B03	None	None
Recreation Leader Trainee – 9D10	Recreation Leader 1 – 9D11	None	None

District Council 33.

In-Position Promotions for the District Council 33 classes below will be in accordance with Civil Service Regulation 5.15.

Level 1	Level 2	Level 3
Clerk 1 – 1A02	Clerk 2 – 1A03	None
Clerk Typist 1 – 1A11	Clerk Typist 2 – 1A12	None
Word Processing Specialist 1 – 1A41	Word Processing Specialist 2 – 1A42	None
Payroll Examiner 1 – 1B21	Payroll Examiner 2 – 1B22	None
Payment Processing Clerk 1 – 1B80	Payment Processing Clerk 2 – 1B81	None

Assessment Clerk – 2D50	Assessment Aide – 2D51	None
Title Registration Aide 1 – 2D55	Title Registration Aide 2 – 2D56	None
Pension Counselor Trainee – 2H39	Pension Counselor 1 – 2H40	Pension Counselor 2 – 2H41
Construction Projects Technician 1 (S) – 3A17	Construction Projects Technician 2 (S) – 3A18	None
Industrial Waste Control Technician 1 - 3A71	Industrial Waste Control Technician 2 -3A72	None
Forensic Technician 1 – 4A41	Forensic Technician 2 – 4A42	None
Forensic Investigator 1 – 4A44	Forensic Investigator 2 – 4A45	None
Youth Detention Counselor Trainee (B) - 5B21	Youth Detention Counselor 1 (B) - 5B22	None
Traffic Investigator 1 – 6E15	Traffic Investigator 2 – 6E16	None
Housing and Fire Inspector 1 (6G03)	Housing and Fire Inspector 2 (6G04)	None
(Office of Homeless Services only)	Office of Homeless Services only)	
Airport Communications Center Operator 1 – 6J06	Airport Communications Center Operator 2 – 6J07	None
Police Communications Dispatcher Trainee – 6J31	Police Communications Dispatcher – 6J32	None
Fire Equipment Dispatcher 1 – 6J41	Fire Equipment Dispatcher 2 – 6J42	None
3-1-1 Contact Center Trainee – 6J55	3-1-1 Contact Center Agent – 6J56	None
Custodial Worker 1 – 7D11 (Positions in the Airport Specialty only)	Custodial Worker 2 – 7D12 (Positions in the Airport Specialty only)	

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CIVIL SERVICE REGULATION 6 – PAY PLAN TO BE AMENDED AS FOLLOWS:

- 6.31 - **CREDENTIAL BASED PAY.** Employees permanently allocated to one of the classes listed in the subsections of this regulation who secure and maintain the credentials listed in the subsections and who comply with the requirements of the regulation and its subsections shall be eligible for a salary differential. Employees must meet all currency requirements established by the agency issuing the credentials. The purpose of the regulation is to encourage employees to continue working for the City, and to acquire and maintain designated job related credentials that will increase their contribution to the City and to its departments.

Employees in classes represented by District Council 33 must have an overall performance rating of no less than satisfactory on his or her last performance report on file with the Office of Human Resources to receive the differential. Employees in non-represented classes or in classes represented by District Council 47 must have an overall performance rating of no less than superior on his or her last performance report on file with the Office of Human Resources to receive the differential except employees with a current overall performance rating of satisfactory for a second or fifth month probationary performance report will be eligible to receive the differential for the year in which the probationary report is on file with the Office of Human Resources. Employees are eligible for this exception only during the year in which the probationary performance report is issued and on file with the Office of Human Resources. Thereafter, employees must have an overall performance rating on file with the Office of Human Resources of no less than superior to be eligible for subsequent differentials. If there is no performance report on file for the employee, it will be assumed that the employee is eligible for the differential.

Employees who have been the subject of any disciplinary action described in the subsections of the regulation will not be eligible to receive the differential during that calendar year. Employees must be actively working and in paid status in one of the specified classes and departments at the time of eligibility for the differential. The operating departments must specify the source of funding for the differential and report the source of funding to the Finance Department for review and approval in advance.

The differential received will be considered full compensation for any additional duties consistent with the job duties for the employee's class that are assigned to the employee to utilize the additional knowledge acquired by the employee.

The initial differential for employees who have or who secure the credentials shall be paid in a lump sum in the first pay period of December for the year listed in the subsection of this regulation. All subsequent differentials shall be paid in a lump sum in the first pay period of December beginning with the same year that the employee is issued the credential and for each following year as long as the employee and the department satisfy all of the criteria listed in this regulation.

Any department that pays a bonus to any employee under the provisions of this regulation must notify the Office of Human Resources in writing prior to payment. The Office of Human Resources will evaluate the bonus program on an annual basis. All components of the program may be continued, adjusted or discontinued by the Civil

Service Commission upon the recommendation of the Director of Human Resources. All bonus programs will terminate one year after the effective date unless the Civil Service Commission approves an extension of the program. The Civil Service Commission may permit the bonus program for any class to cease, while granting an extension for the bonus program for the remaining classes covered under this Regulation.

6.31-A - CERTIFIED PUBLIC ACCOUNTANT (CPA) LICENSURE. Employees of the classes and departments listed below who secure and maintain licensure as a Certified Public Accountant (CPA) issued by the Pennsylvania State Board of Accountancy shall be eligible for a one-time lump sum salary differential of \$3,000 (effective January 1, 2008) during the year that the employee first receives the CPA license, and an annual lump sum salary differential of \$1,000 for each subsequent year that the employee maintains the CPA license.

Employees must meet all currency requirements established by the organization issuing the licensure to remain eligible to receive the differential in subsequent years and must submit proof of current licensure each year.

Employees who have been the subject of any disciplinary action leading to suspension during a calendar year will not be eligible to receive the differential during that calendar year.

Department	Classes	Initial Payment	Bonus Amount
City Controller's Office	<i>Auditor series of classes (2A40-2A46), Information Systems Auditor (2A47), or Information Systems Auditing Supervisor (2A68)</i>	December 2005	\$3,000 initial lump sum
Revenue Department	<i>Accountant/Revenue Examiner Trainee (2A05), Revenue Examiner (2B31-2B35) and Tax and Revenue Conferee (2B40-2B41) series of classes</i>	December 2005	\$1,000 subsequent annual lump sum
Finance Department	<i>Accountant series of classes (2A05-2A15, 2A20, 2A22)</i>	December 2018	
Any City Department	<i>Contract Auditor series of classes (2A65-2A67, 2A69)</i>	December 2006	

6.31-B - ENGINEERING (3B, 3C), ARCHITECT (3D) , CITY PLANNING (3E), SURVEYOR (3F) OR GEOLOGIST (2P40) PROFESSIONAL REGISTRATION OR ADVANCED DEGREES. Employees permanently allocated to one of the classes in the Engineering (3B, 3C), Architect (3D), or City Planning (3E) series of classes who secure and maintain registration as a professional engineer as issued by the Pennsylvania State Registration Board for Professional Engineers, Land Surveyors and Geologists or

registration as a professional architect as issued by the Pennsylvania State Architects Licensure Board shall be eligible for an annual lump sum salary differential of \$2,000. Employees in the Architect (3D) series of classes who secure and maintain registration as a professional landscape architect as issued by the Pennsylvania State Board of Landscape Architects shall be eligible for an annual lump sum salary differential of \$2,000. Employees in the Airport Planning and Environmental Services Manager (2P40) class who secure and maintain registration as a Professional Geologist as issued by the Pennsylvania State Registration Board for Professional Engineers, Land Surveyors and Geologists shall be eligible for an annual lump sum salary differential of \$2,000. Employees in the Engineering (3B, 3C), or Architect (3D) series of classes who have, or who obtain a Master's Degree or Ph.D. in Engineering, Architecture, Renewable Energy or Sustainable Design shall be eligible for an annual lump sum salary differential of \$1,000. Employees in the Airport Planning and Environmental Services Manager (2P40) class who have or who obtain a Master's Degree or Ph.D. in Geology shall be eligible for an annual lump sum salary differential of \$1,000. Employees permanently allocated to one of the classes in the Surveyor (3F) series of classes who secure and maintain registration as a Professional Land Surveyor as issued by the Pennsylvania State Registration Board for Professional Engineers, Land Surveyors and Geologists shall be eligible for an annual lump sum salary differential of \$2,000. Employees permanently allocated to one of the classes in the Surveyor (3F) series of classes will also be eligible to receive a one-time lump sum bonus of \$1,000 for passing the Surveyor in Training examination on or after October 1, 2001.

Employees who have been the subject of any disciplinary action leading to suspension during a calendar year will not be eligible to receive the differential during that calendar year.

Employees will be eligible to receive only one differential based on a registration and one differential based on an advanced degree authorized by this regulation during any year.

Series Of Classes	Credential	Bonus Amount	Initial Payment DEPARTMENT OF RECORDS 2018 REG NO: 53 October 10: 53
Engineering (3B, 3C) Transportation Planning and Analysis Manager (3E70) only	Professional Engineer	Annual lump sum \$2,000.	December 1999
Architect (3D), and 3B79 only	Professional Architect	Annual lump sum \$2,000.	December 1999
Architect (3D)	Professional Landscape Architect	Annual lump sum \$2,000.	December 2000
Engineering (3B, 3C), Architect (3D)	Master's Degree or Ph.D. in Engineering, Architecture,	Annual lump sum \$1,000.	December 2000

	Renewable Energy or Sustainable Design		
Surveyor (3F)	Professional Land Surveyor	Annual lump sum \$2,000.	December 2002
Surveyor (3F)	Passing the Surveyor in Training examination	One-time lump sum \$1,000.	December 2002
Airport Planning and Environmental Services Manager (2P40)	Professional Geologist	Annual lump sum \$2,000	December 2017
	Master's or Ph.D. in Geology	Annual lump sum \$1,000.	

6.31-C - MICROSOFT CERTIFIED SYSTEMS ENGINEER (MCSE-2002), MICROSOFT CERTIFIED SOLUTIONS ASSOCIATE (MCSA), MICROSOFT CERTIFIED SOLUTIONS EXPERT (MCSE-2014), OR A CERTIFIED NOVELL ENGINEER (CNE) CERTIFICATION. Employees permanently allocated to the 1D and 1E series of classes listed below who secure and maintain one of the Microsoft or Novell certifications listed below shall be eligible for a lump sum salary differential as specified in the table below.

Employees who have been the subject of any disciplinary action leading to suspension during a calendar year will not be eligible to receive the differential during that calendar year. Employees must meet all currency requirements established by the organization issuing the certification to remain eligible to receive the differential in subsequent years and must submit proof of current certification each year.

Employees will be eligible to receive only one differential authorized by this regulation during any year.

The initial differential shall be paid in a lump sum in the first pay period of December 2002 for those employees who secure the certification prior to December 1, 2002. Beginning in December 2014, only employees who already received the initial bonus for the legacy certifications of Microsoft Certified Systems Engineer and Certified Novell Engineer NetWare 5 will continue to receive the subsequent bonus for those certifications.

The initial differential for employees who secure the Microsoft Certified Solutions Expert or Microsoft Certified Solutions Associate shall be paid in a lump sum in the first pay period of December 2014 for those employees who secure the certifications prior to December 1, 2014.

Classes	Certification	Initial Bonus	Bonus - Subsequent Years
1D Network Support Associate (1D54), Network Support Specialist (1D55)	Microsoft Certified Systems Engineer (MCSE-2002)	N/A	\$1,000
1E Network Administrator (1E06), Local Area Network Administrator (1E07), Human Resources Information Systems Manager (1E57), Information Technology Trainee (1E70), Programmer Analyst 1 (1E75), Programmer Analyst 2 (1E76), Programmer Analyst 3 (1E77), Programmer Analyst Project Lead (1E78), Programmer Analyst Supervisor (1E79)	Certified Novell Engineer NetWare 5 (CNE) Microsoft Certified Solutions Expert (MCSE-2014)	N/A \$2,000	\$1,000
	Microsoft Certified Solutions Associate (MCSA)	\$1,000	None
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6.31-D - HEALTH DEPARTMENT AND DEPARTMENT OF BEHAVIORAL HEALTH AND INTELLECTUAL DISABILITY SERVICES RESEARCH AND INFORMATION ANALYST SERIES OF CLASSES (2F21, 2F22, 2F23, 5F59) WHO COMPLETE AND RECEIVE A SECOND ADVANCED DEGREE IN A SPECIFIED CURRICULUM DETERMINED TO BE RELATED TO THE PERFORMANCE OF JOB

DUTIES. Employees of the Health Department and the Office of Behavioral Health permanently allocated to one of the classes (and designated specialties when appropriate) in the Research and Information Analyst series of classes (2F21, 2F22, 2F23, 5F59) who complete and receive a second advanced degree at an accredited college or university in a specified curriculum determined to be related to the performance of job duties shall be eligible for an annual lump sum salary differential as specified by this regulation. The knowledge acquired in completion of the second advanced degree will allow the employee to perform a wider range of duties.

Employees who have been the subject of any disciplinary action leading to suspension during a calendar year will not be eligible to receive the differential during that calendar year.

The initial differential shall be paid in a lump sum in the first pay period of December 2002 for those employees who completed the degree program prior to, or during 2002.

Employees will be eligible to receive only one differential authorized by this regulation during any year. Employees will not receive the bonus for any degree that was required for promotion and that qualified the employee for promotion to a higher level class in the series.

		Bonus/Degree
Job Classes	\$2,000	\$1,000
5F59 - Behavioral Health Research and Information Director	Completion of a second doctorate degree program at an accredited college or university with major course work in information technology, computer science, geography, or a closely related field.	
2F23 - Research and Information Analyst Supervisor	Completion of a doctorate degree program at an accredited college or university with major course work in psychology, sociology, anthropology, human development, demography, public health, information technology, computer science, geography, or a closely related field.	Completion of a second master's degree at an accredited college or university with major coursework in information technology, computer science, geography, or a closely related field.
2F22 - Research and Information Analyst 2		
2F21 - Research and Information Analyst 1	Completion of a doctorate degree program at an accredited college or university with major course work in psychology, sociology, anthropology, human development, demography, public health, information technology, computer science, geography, or a closely related field.	

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6.31-E - CERTIFICATION AS A PROFESSIONAL PLANNER BY THE AMERICAN INSTITUTE OF CERTIFIED PLANNERS OF THE AMERICAN PLANNING ASSOCIATION OR REGISTRATION AS A PROFESSIONAL ARCHITECT AS ISSUED BY THE PENNSYLVANIA STATE ARCHITECTS LICENSURE BOARD OR A GEOGRAPHIC INFORMATION SYSTEMS PROFESSIONAL BY THE CIS CERTIFICATION INSTITUTE. Employees of the classes and departments listed below who secure the professional credentials listed below from the designated agencies shall be eligible for an annual lump sum salary differential of \$1,000.

The initial differential shall be paid in a lump sum in the first pay period of December 2003 for those employees who have secured the AICP certification prior to, or during 2003. The initial differential shall be paid in a lump sum in the first pay period of December 2007 for those employees who secure the Registration as a Professional Architect prior to December 1, 2007.

The initial differential shall be paid in a lump sum in the first pay period of December 2013 for those employees who have secured the GIS Professional credential prior to December 1, 2013.

Employees will be eligible to receive only one differential for the Professional Planner or the Professional Architect credential authorized by this regulation during any year.

Employees who have been the subject of any disciplinary action leading to suspension during a calendar year will not be eligible to receive the differential during that calendar year. Employees must meet all currency requirements established by the organization issuing the credential to remain eligible to receive the differential in subsequent years and must submit proof of current certification each year.

Employees will be eligible to receive only two differentials authorized by this regulation during any year. No employee is eligible to receive more than \$2,000 in any calendar year.

Classes	Departments	Credential	Bonus Amount
3E - City Planning and Environmental Sciences Series of Classes	City Planning Commission	Certification as a Professional Planner by The American Institute of Certified Planners of The American Planning Association	\$1,000 annual lump sum
City Planner 2, 3, Supervisor and City Planner Manager (3E03-3E06)	All Departments		
Airport Planner (3E16)	Airport		
Transportation Planning and Analysis Manager (3E70)	Streets		
3E - City Planning and Environmental Sciences Series of Classes	City Planning Commission	Registration as a Professional Architect as issued by The Pennsylvania State Architects Licensure Board	\$1,000 annual lump sum
City Planner 2, 3, City Planner Supervisor, City Planner Manager and Deputy Planning Director (3E03-3E06, 3E17)	All Departments	Certification as a Geographic Information System Professional by the Geographic Information Systems Certification Institute	\$1,000 annual lump sum
Geographic Information Systems Specialist 1, 2, 3 and Geographic Information Systems Manager (3E20-3E23)	All Departments		
Airport Planner (3E16)			

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6.31-F - OFFICE OF FLEET MANAGEMENT AUTOMOTIVE SERVICE EXCELLENCE (ASE) CERTIFICATIONS ISSUED BY THE NATIONAL INSTITUTE FOR AUTOMOTIVE SERVICE EXCELLENCE OR EMERGENCY VEHICLE TECHNICIAN (EVT) CERTIFICATIONS ISSUED BY THE EMERGENCY VEHICLE TECHNICIAN

CERTIFICATION COMMISSION. Employees in the Office of Fleet Management, who are permanently allocated to the Heavy Duty Vehicle Maintenance Technician (7F03), Automotive Maintenance Team Leader (7F06) or Fleet Maintenance Supervisor (7F30) classes and who are working in the Fire Section of the Public Health and Safety Facility, who secure and maintain master-level Emergency Vehicle Technician (EVT)

Certifications as a Fire Apparatus Technician or as an Ambulance Technician and master-level Automotive Service Excellence (ASE) Certifications as a Master Truck Technician (MT) or as a Master Automobile Technician (MA) shall be eligible for a lump sum salary differential of \$2,000 per year in accordance with the conditions of this regulation. Employees in these classes working in the Fire Section of the Public Health and Safety Facility who secure and maintain all four of the above listed certifications shall be eligible for a lump sum salary differential of \$2,500 per year in accordance with the conditions of this regulation.

Employees in the Office of Fleet Management, who are permanently allocated to the class of Automotive Maintenance Technician (7F02) and who are working in the Fire Section of the Public Health and Safety Facility, who secure and maintain master-level Emergency Vehicle Technician (EVT) Certification as an Ambulance Technician and master-level Automotive Service Excellence (ASE) Certification as a Master Automobile Technician (MA) shall be eligible for a lump sum salary differential of \$2,000 per year in accordance with the conditions of this regulation.

Employees in the Office of Fleet Management, who are permanently allocated to the Automotive Maintenance Technician (7F02), Heavy Duty Vehicle Maintenance Technician (7F03), Automotive Maintenance Team Leader (7F06), Fleet Maintenance Supervisor (7F30), or Assistant Fleet Manager for Operations (7F31) classes who secure and maintain master-level certification for Automotive Service Excellence as a Master Automobile Technician (MA) and Master Truck Technician (MT) shall be eligible for a lump sum salary differential of \$1,500 per year in accordance with the conditions of this regulation.

Employees in the Office of Fleet Management who are permanently allocated to one of the classes in the Automotive Maintenance and Trades (7F) series of classes or the class of Trades Helper - Automotive (7H01) who secure and maintain master-level certification for Automotive Service Excellence as a Master Automobile Technician (MA), Master Truck Technician (MT) or Master Collision Repair/Refinish Technician (MBP) shall be eligible for a lump sum salary differential of \$1,000 per year in accordance with the conditions of this regulation.

Employees in the Office of Fleet Management who secure any Automotive Service Excellence (ASE) Individual Certification shall be eligible for a one-time only lump sum salary differential of \$200. Employees who are re-certified shall be eligible for a lump sum salary differential of \$100 every five years in accordance with the conditions of this regulation.

Employees are eligible for only one differential during any calendar year. No employee is eligible to receive more than \$2,500 in any calendar year.

Employees who have been the subject of any disciplinary action, including a formal written reprimand or any more serious action during a calendar year, or who are on the excessive use of sick-leave list, will not be eligible to receive the differential during that calendar year.

The initial differential shall be paid in a lump sum in the first pay period of December 2002 for those employees who secured the certification prior to, or during 2002.

Classes	Assignment	Certification	Bonus Amount
Heavy Duty Vehicle Maintenance Technician (7F03), Automotive Maintenance Team Leader (7F06) or Fleet Maintenance Supervisor (7F30)	Fire Section of the Public Health and Safety Facility	<ul style="list-style-type: none"> • EVT - Fire Apparatus Technician • EVT - Ambulance Technician • ASE - Master Truck (MT) • ASE - Master Auto (MA) 	<ul style="list-style-type: none"> • \$2,500 after both EVT and both ASE certifications • \$2,000 after one of the EVT and one of the ASE certifications Annual 3946
Automotive Maintenance Technician (7F02)	Fire Section of the Public Health and Safety Facility	<ul style="list-style-type: none"> • EVT - Ambulance Technician • ASE - Master Auto (MA) 	\$2,000 Annual
Automotive Maintenance Technician (7F02), Heavy Duty Vehicle Maintenance Technician (7F03), Automotive Maintenance Team Leader (7F06), Fleet Maintenance Supervisor (7F30), Assistant Fleet Manager for Operations (7F31)	Any	<ul style="list-style-type: none"> • ASE - MT • ASE - MA 	\$1,500 for both ASE certifications Annual
Any Class in the Automotive Maintenance and Trades (7F) series, or Trades Helper -Automotive (7H01)	Any	<ul style="list-style-type: none"> • ASE - MT • ASE - MA • ASE - MBP 	\$1,000 for any one of three Annual

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All Employees in the Office of Fleet Management	Any	<ul style="list-style-type: none"> ASE - Any Individual Certification 	\$200 for any One-time \$100 for re-certification, Once every five years
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6.31-G - MASTER'S OR PH.D. FOR SCIENCES (3H) SERIES OF CLASSES IN THE DEPARTMENTS LISTED BELOW WITHIN A SPECIFIED CURRICULUM DETERMINED TO BE RELATED TO THE PERFORMANCE OF JOB

DUTIES. Employees of the departments listed below who are permanently allocated to one of the classes in the Sciences (3H) series of classes who complete and receive a graduate level degree at an accredited college or university in a specified curriculum determined to be related to the performance of job duties shall be eligible for an annual lump sum salary differential of \$1,000. The knowledge acquired in completion of the advanced degree will allow the employee to perform a wider range of duties.

The initial differential shall be paid in a lump sum in the first pay period of December 2007 for those employees who completed the degree program prior to, or during 2007.

Employees who have been the subject of any disciplinary action leading to suspension during a calendar year will not be eligible to receive the differential during that calendar year.

Department	Master's Degree or PhD in:	Bonus Amount
Health, Police, Water	Chemistry, Chemical Engineering, Biology, Microbiology, or a Closely Related Chemical or Biological Science	\$1,000 annual lump sum
Health	Medical Technology, Immunology, Serology, or a Closely Related Medical Science	
Police	Biochemistry, Criminalistics, or a Closely Related Forensic Science	
Water	Aquatic Biology, Agronomy, Environmental Science, or a Closely Related Environmental Science	

6.31-H - LEED OR ACCREDITED AIRPORT EXECUTIVE CERTIFICATION FOR EMPLOYEES LOCATED IN SPECIFIC UNITS OF THE AIRPORT, CITY PLANNING COMMISSION, DEPARTMENT OF PUBLIC PROPERTY, STREETS DEPARTMENT OR WATER DEPARTMENT WHO COMPLETE AND RECEIVE A SPECIFIED CREDENTIAL DETERMINED TO BE RELATED TO THE PERFORMANCE OF JOB

DUTIES. Employees permanently allocated to one of the Engineering (3B, 3C), Architectural and Landscaping (3D), or the Airport Administrative (2P) series of classes in the Airport's Engineering and Planning unit, the Department of Public Property or in the Water Department, or employees permanently allocated to the Planning (3E) series of classes listed below in the City Planning Commission or the Streets Department who

secure and maintain one of the LEED AP (Leadership in Energy and Environmental Design) Professional Credentials listed below as issued by the Green Building Certification Institute (GBCI) shall be eligible for an annual lump sum salary differential of \$2,000.

Employees will be eligible to receive only one differential based on possession of any one of the LEED AP Professional certifications authorized by this regulation during any year.

Employees permanently allocated to one of the Engineering (3B, 3C), Architectural and Landscaping (3D), or the Airport Administrative (2P) series of classes who perform work at the supervisory or managerial level in the Maintenance, Engineering and Planning, Operations, Security or Properties unit who secure and maintain an A.A.E. (Accredited Airport Executive) credential as issued by the American Association of Airport Executives (AAAE) shall be eligible for an annual lump sum salary differential of \$2,000.

Employees who have been the subject of any disciplinary action leading to suspension during a calendar year will not be eligible to receive the differential during that calendar year. Employees must meet all currency requirements established by the organization issuing the credential to remain eligible to receive the differential in subsequent years and must submit proof of current registration each year.

The initial differential shall be paid in a lump sum in the first pay period of December 2013 for those employees who secure the credential prior to December 1, 2013

Series of Classes	Department/Unit(s)	Credential	Bonus Amount
Airport Administrative (2P)	Airport	Leadership in Energy and Environmental Design (LEED AP) Professional by the Green Building Certification Institute (GBCI)	\$2,000 annual lump sum to AMO: 54
Airport Planner (3E16)	• Engineering and Planning unit		
Engineering (3B, 3C)	Department of Public Property	• LEED AP Building Design + Construction (LEED AP BD+C) • LEED AP Operations + Maintenance (LEED AP O+M)	
Architectural and Landscaping (3D)	Water Department	• LEED AP Interior Design + Construction (LEED AP ID+C) • LEED AP Neighborhood Development (LEED AP ND)	
City Planner 2, 3, Supervisor and City Planner Manager (3E03-3E06)	City Planning Commission Streets Department	• LEED AP Homes	
Deputy Planning Director (3E17)	Airport		

Supervisory and Managerial classes only: Airport Administrative (2P)	Airport Units: <ul style="list-style-type: none"> • Maintenance • Engineering and Planning • Operations • Security • Properties 	Accredited Airport Executive (A.A.E.) as issued by the American Association of Airport Executives	\$2,000 annual lump sum
Engineering (3B, 3C)			
Architectural and Landscaping (3D)			

6.31-I - MASTER'S OR PROFESSIONAL CERTIFICATION FOR HUMAN RESOURCES CLASSES LISTED BELOW IN A SPECIFIED CURRICULUM DETERMINED TO BE RELATED TO THE PERFORMANCE OF JOB DUTIES. Non-represented employees of the Office of Human Resources permanently allocated to a class in the (2H) series of classes who secure and maintain certification as a Certified Compensation Professional (CCP) or a Certified Benefits Professional (CBP) issued by World At Work, or Certified Employee Benefits Specialist (CEBS) issued by the International Foundation of Employee Benefit Plans, or Project Management Professional issued by the Project Management Institute shall be eligible for an annual lump sum salary differential of \$1,000. Non-represented employees of the Office of Human Resources permanently allocated to a class in the (2H) series of classes who secure certification as a Certified Associate in Project Management issued by the Project Management Institute shall be eligible for a one-time lump sum salary differential of \$1,000.

Non-represented employees of the Office of Human Resources permanently allocated to a class in the (2H) series of classes who have or obtain a Master's Degree in Human Resources, Business Administration, Public Administration, Labor Relations, Industrial or Organizational Psychology, Tests and Measurement, Quantitative Psychology or a closely related area or a J.D Degree shall be eligible for an annual lump sum salary differential of \$1,000.

Non-represented employees of the Office of Human Resources' Benefits division permanently allocated to a class in the (2H) series of classes who have or obtain a Master's Degree in Accounting, Finance or Mathematics shall be eligible for an annual lump sum salary differential of \$1,000.

Non-represented and District Council 47 employees permanently allocated to a class in the (2H) series of classes in the departments listed in the chart at the end of this section who secure and maintain certification as a Senior Professional in Human Resources (SPHR) by the Human Resources Certification Institute (HRCI) or as a Senior Certified Professional (SHRM-SCP) by the Society for Human Resources Management shall be eligible for an annual lump sum salary differential of \$1,000. Non-represented and District Council 47 employees permanently allocated to a class in the (2H) series of

classes in the departments listed in the chart at the end of this section who secure and maintain certification as a Professional in Human Resources (PHR) by the Human Resources Certification Institute (HRCI) or as a Certified Professional (SHRM-CP) by the Society for Human Resources Management shall be eligible for a one-time lump sum salary differential of \$1,000.

Non-represented and District Council 47 employees permanently allocated to a class in the (2H) series of classes in the departments listed in the chart at the end of this section who have or obtain a Master's Degree in Human Resources, Business Administration, Public Administration, Management, Labor Relations, Organizational Development, Occupational Safety, Industrial Hygiene, or a closely related area or a J.D. Degree shall be eligible for an annual lump sum salary differential of \$1,000.

Employees who have been the subject of any disciplinary action leading to suspension during a calendar year, or who are on the excessive use of sick-leave list, will not be eligible to receive the differential during that calendar year.

The initial differential shall be paid in a lump sum in the first pay period of December 2014 for those employees who have completed the degree program or secured the required certification prior to, or during 2014.

Employees will be eligible to receive only one differential based on a certification and one differential based on an advanced degree during any year.

Classes	Department(s)	Credentials	Bonus Amount
2H- Personnel series of classes	Office of Human Resources	Certified Compensation Professional (CCP) or a Certified Benefits Professional (CBP) issued by World At Work, or Certified Employee Benefits Specialist (CEBS) issued by the International Foundation of Employee Benefit Plans or Project Management Professional issued by the Project Management Institute	\$1,000 annual lump sum
		Certified Associate in Project Management issued by the Project Management Institute	\$1,000 one time lump sum
		Master's Degree in Human Resources, Business Administration, Public Administration, Labor Relations, Industrial or Organizational Psychology, Tests and Measurement, Quantitative Psychology or a closely related area or a J.D. Degree	\$1,000 annual lump sum

2H- Personnel series of classes	Office of Human Resources- Benefits Division only	Master's Degree in Accounting, Finance or Mathematics.	\$1,000 annual lump sum
2H- Personnel series of classes	Office of Human Resources-Shared Services and Strategic Services Divisions; All Other City Departments, Commissions and Agencies	Senior Professional in Human Resources (SPHR) by the Human Resources Certification Institute (HRCI) OR Senior Certified Professional (SHRM- SCP) by the Society for Human Resources Management	\$1,000 annual lump sum
		Professional in Human Resources (PHR) by the Human Resources Certification Institute (HRCI) OR Certified Professional (SHRM-CP) by the Society for Human Resources Management	\$1,000 one- time lump sum
		Master's Degree in Human Resources, Business Administration, Public Administration, Management, Labor Relations, Organizational Development, Occupational Safety, Industrial Hygiene or closely related area or a J.D. Degree	\$1,000 annual lump sum

6.31-J - CLASS A OR CLASS E WATER OR WASTEWATER OPERATOR CERTIFICATION FOR EMPLOYEES IN THE WATER DEPARTMENT. In accordance with Pennsylvania Act 11, issued by the Commonwealth of Pennsylvania, Department of Environmental Protection, employees in the Water Department in the classes and assignments listed below who are responsible for process control decisions and who secure and maintain a Class A or E Water or Wastewater Operator Certification shall be eligible for an annual lump sum salary differential in accordance with the conditions of this regulation.

Employees must submit proof of current certification. Employees must meet all currency requirements established by the Pennsylvania Department of Environmental Protection to remain eligible to receive the differential in subsequent years and must submit proof of current registration each year.

Employees who have been the subject of any disciplinary action leading to suspension during a calendar year will not be eligible to receive the differential during that calendar year.

The initial differential shall be paid in a lump sum in the first pay period of December 2014 for those employees who secure the registration prior to December 1, 2014.

Employees will be eligible to receive only one differential authorized by this regulation during any year.

Classes	Assignment	Bonus Amount
Water Plant Manager (3C28)	Operations Division	\$1,000 annual lump sum
Water Plant Assistant Manager (3B59)		
Environmental Engineer 3 & 4 (3B63, 3B64)		
Water Transport Engineer 1& 2 (3B47, 3B48)		
Water Conveyance Systems Superintendent (7B07)		
Water Engineering Assistant Manager (3C08)		
Chief Water Transport Operations Engineer (3C27)		
Water Pollution Control Plant Operations Supervisor (7E49)		
Water Maintenance Superintendent (Treatment Plant) (7J32)		
Water Treatment Plant Operator (7E45)	Operations Division Bureau of Laboratory Services	\$500 annual lump sum
Water Treatment Plant Operations Crew Chief (7E46)		
Water Maintenance Superintendent (Treatment Plant) (7J32)		
Water Maintenance Supervisor (7J33)		
Water Conveyance Systems Assistant Superintendent (7B06)		
Water Transport Systems Operator (7E61)		
Science Technician (Water) (3G32)		
Chemical Technician Supervisor (3G31)		

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Industrial Waste Control Technician 2 (3A72)		
Industrial Waste Control Supervisor (3A73)		
Engineering Specialist (Civil) (Environmental) (Mechanical) (3B74)		
Environmental Engineer 2 (3B62)		
Environmental Engineer 3 & 4 (3B63, 3B64) (Positions in BLS)		
Civil Engineer 2 (3B06)		
Mechanical Engineer 2 (3B22)		

6.31-K - UNIVERSAL PUBLIC PROCUREMENT CERTIFICATION COUNCIL OR INSTITUTE FOR SUPPLY MANAGEMENT CERTIFICATIONS FOR EMPLOYEES IN THE PROCUREMENT SERIES OF CLASSES IN THE PROCUREMENT

DEPARTMENT. Employees of the Procurement Department in the classes listed below who take and pass examinations administered by the Universal Public Procurement Certification Council (UPPCC) or who take and pass examinations administered by the Institute for Supply Management (ISM) for the certifications listed below or obtain a Master's degree in the fields listed shall receive the specified initial and subsequent annual lump-sum payments. Employees shall receive no more than \$3,000 for a maximum of three certifications in any given calendar year .

Employees who have been the subject of any disciplinary action or who are on the excessive use of sick-leave list will not be eligible to receive the differential during that calendar year.

Employees must meet all currency requirements established by the organization issuing the credential to remain eligible to receive the differential in subsequent years and must submit proof of current registration each year.

The initial differential shall be paid in a lump sum in the first pay period of December 2016 for those employees who secure the credential prior to December 1, 2016.

Classes Eligible For Bonus	Credential	Initial Bonus Amount	Subsequent Annual Bonus Amount
<ul style="list-style-type: none"> Procurement Technician 1 (2E02) Procurement Technician 2 (2E03) 	Certified Professional in Supplier Diversity (CPSD) by ISM	\$1,000	\$500
	Certified Professional in Supply Management (CPSM) by ISM	\$1,000	\$750
	Certified Professional Public Buyer (CPPB) by the UPPCC	\$1,000	\$750

<ul style="list-style-type: none"> • Procurement Special Services Officer (2E23) • Procurement Technician Supervisor (2E14) • Procurement Operations Support Manager (2E09) • Procurement Special Services Supervisor (2E10) 	Certified Public Purchasing Officer (CPPO) by UPPCC Master's degree in Business Administration with concentration in Supply Management, or Master's in Supply Chain Management	\$1,000 \$1,000	\$1,000 \$1,000
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6.31-L - DEPARTMENT OF LICENSES AND INSPECTIONS' ADMINISTRATIVE AND TECHNICAL CODE EXAMINATION (6H) CLASSES LISTED BELOW WHO SECURE AND MAINTAIN A SPECIFIED CREDENTIAL DETERMINED TO BE RELATED TO THE PERFORMANCE OF JOB DUTIES. Employees in the Department of Licenses and Inspections in the L&I Construction Plans Review Specialist (6H25) and the Construction Compliance Supervisor (6H45) class who secure and maintain the certifications below from the International Code Council shall receive the specified initial and subsequent annual lump-sum payments according to the table below.

Employees who have been the subject of any disciplinary action or who are on the excessive use of sick-leave list during a calendar year will not be eligible to receive the differential during that calendar year.

Employees must meet all currency requirements established by the International Code Council to remain eligible to receive the differential in subsequent years and must submit proof of current certification each year.

The initial differential shall be paid in a lump sum in the first pay period of December 2016 for those employees who secure the credential prior to December 1, 2016.

Employees shall be eligible to receive no more than \$3,500 for certifications authorized by this regulation during any calendar year.

Class	Specialty	Credential	Initial Amount	Annual Amount
L&I Construction Plans Review Specialist (6H25)	All specialties	Master Code Professional by International Code Council	\$2,000	\$1,500
	All specialties	Certified Building Official by International Code Council	\$1,500	\$1,000

	Building and Electrical	Certified Fire Marshal by International Code Council	\$1,500	\$1,000
L&I Construction Compliance Supervisor (6H45)	All specialties	Master Code Professional by International Code Council	\$2,000	\$1,500
		Certified Building Official by International Code Council	\$1,500	\$1,000
		Certified Fire Marshal by International Code Council	\$1,500	\$1,000

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REGULATION 6 TO BE AMENDED AS FOLLOWS:

6.32 - HIRING BONUS - EMPLOYEES IN DESIGNATED CLASSES THAT REQUIRE COMPLETION OF A SPECIFIED COLLEGE DEGREE OR PROFESSIONAL CREDENTIALS Employees in designated classes that require completion of a specified college degree or professional credentials who are appointed on or after the effective date for the class as defined in the table below will receive a lump sum hiring bonus as specified in the table. The employees must meet all requirements and be appointed to one of the classes that are listed in the table below from an open competitive eligible list. Starting July 1, 2014, current employees who have permanent civil service status and who previously have not received a hiring bonus in any class will be eligible if they are being appointed to a class which is in a different series of classes than their current class. (For example, a Graduate Chemist in the 3H series being appointed as a Graduate Civil Engineer in the 3B series.) Current employees with permanent civil service status are not eligible for the bonus if they have received tuition reimbursement from the City of Philadelphia for the degree required by the designated class.

The bonus will be paid in two parts: after the employee has completed three months of satisfactory full-time probationary employment with the City (for employees hired on or after September 1, 2001) and after the employee has completed twelve months of satisfactory full-time employment with the City in one of the designated classes or a higher level class in the same occupational series. Employees must be actively working in the designated class or a higher level class in the same occupational series to receive the bonus.

Employees will not be eligible for any pro-rated portion of the bonus who:

- do not complete the probationary period - six months of satisfactory full-time employment in the designated class or a higher level class in the same occupational series
- terminate employment for any reason in the designated classes or a higher level class in the same occupational series prior to accruing the required amount of experience
- have a less than satisfactory performance rating

Employees hired as Real Property Evaluators 1 who have not established residence in Philadelphia are not eligible for either installment. The employees are eligible for both installments at any time before the expiration of the residence waiver for their position when the employees satisfy all residency requirements.

Employees who do not satisfy all residency requirements will not be eligible for the second installment of the bonus.

Employees hired as Management Trainees must be assigned to the Office of Human Resources and must possess a Masters degree at the time of appointment in Human Resources Administration, Industrial Relations, Personnel Administration, Industrial

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Psychology, Management, Business Administration, Public Administration or a related field to be eligible for the hiring bonus. This bonus will be effective for examinations announced after January 1, 2015.

Employees hired as Staff Engineers 2 must be assigned to the Department of Licenses and Inspections to be eligible for the hiring bonus. This bonus will be effective for examinations announced after July 1, 2015.

An employee is eligible to receive the bonus for only one class during his/her career with the City.

Employees will be required to enter into an agreement to return all or part of the bonus if they do not complete one year of satisfactory employment with the City in one of the designated classes or a higher level class in the same occupational series.

The bonus is based on recruitment experience for the classes and on the academic credentials that prepare the employees for successful performance of the duties of their class. The bonus will not be added to the calculation of pensions and will not be considered as part of salary when determining pay rate adjustments in accordance with regulation 6.092.

Any department that pays a hiring bonus to any employee under the provisions of this regulation must notify the Office of Human Resources in writing upon the employee's completion of all requirements and prior to paying the bonus. The Office of Human Resources will then notify the Finance Department of the employee's eligibility to receive the bonus. The Office of Human Resources will evaluate the bonus program on an annual basis and submit a report to the Civil Service Commission. All components of the program may be continued, adjusted or discontinued by the Civil Service Commission upon the recommendation of the Director of Human Resources.

Class Code	Eligible Classes	Effective Date	After Three Months of Satisfactory Employment	After Twelve Months of Satisfactory Employment
2A40, 2A05	Auditor Trainee, Accountant / Revenue Examiner / Contract Auditor Trainee	October 1, 2000	\$1000	\$1500
2D16	Real Property Evaluator 1	January 1, 2014	\$1000	\$1500
2L03	Management Trainee (subject to the above restrictions)	April 1, 2015	\$1000	\$1000
2P01	Airport Operations Trainee	March 1, 2008	\$1000	\$1500

Class Code	Eligible Classes	Effective Date	After Three Months of Satisfactory Employment	After Twelve Months of Satisfactory Employment
2P17	Airport Enterprise Asset Manager	October 1, 2013	\$1500	\$1500
3B04, 3B60	Graduate Civil Engineer, Graduate Environmental Engineer	October 1, 2000	\$1000	\$ 500
3B10, 3B20	Graduate Electrical Engineer, Graduate Mechanical Engineer	October 1, 2000	\$1500	\$1000
3B07	Streets Graduate Engineer	August 1, 2018	\$1000	\$500
3B76	Staff Engineer 2 (Civil) (Electrical) (Mechanical) (subject to the above restrictions)	September 1, 2015	\$1000	\$1500
3C13	Chief Engineer and Surveyor	December 1, 2012	\$1500	\$1500
3C32	Airport Engineering Manager	April 1, 2013	\$1500	\$1500
3F15	Assistant Surveyor and Regulator	April 1, 2015	\$1500	\$1000
3H67	Medical Technologist 1,	September 1, 2008	\$1000	\$1000
3H66	Medical Technologist 2	April 1, 2011	\$1000	\$1000
4C02	Community Health Registered Nurse	September 1, 2008	\$1000	\$1000
4C43	Certified Registered Nurse Practitioner	September 1, 2008	\$1500	\$1500
4F series	Dentist - all classes	September 1, 2008	\$1500	\$1500
4J60	Industrial Hygienist	June 1, 2011	\$1500	\$1500
9B02, 9B03	Librarian 1, Librarian 2	June 1, 2001	\$1000	\$1000

Eligible Classes	Effective Date	Education	Experience	
			No Experience	At Least One Year Experience As A Licensed Pharmacist
• Pharmacist • Pharmacy Manager • Pharmaceutical Services Director	January 1, 2003	Doctor of Pharmacy (Pharm.D.)	\$2000	\$3000
	January 1, 2003	BS	\$1000	\$2000

The bonus will be paid in two equal installments as described above for all Pharmacists hired on or after January 1, 2003.

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