

MEMORANDUM

CITY OF PHILADELPHIA

Office of Human Resources

Date : February 11, 2016
To : Albert L. D'Attilio, Director of Human Resources
From : Nicole S. Morris,
Deputy City Solicitor, Labor and Employment Group

Amendments of Civil Service Regulations

In accordance with Section 8-407(a) of the Home Rule Charter, I have approved the following individual amendments of the Civil Service Regulations. These amendments should be advertised as separate amendments.

Civil Service Regulation 2 – Definitions AND Civil Service Regulation 10 – Eligible Lists

- ✓ 2.04 – Appropriate, Related Eligible List
- ✓ 10.0911 – Appointment through certification from such list to fill a permanent position

Civil Service Regulation 5 – Classification Plan

- ✓ 5.158 – Classes Eligible for In-Position Promotion

Regulation 6 – Pay Plan

- ✓ 6.273 - EMPLOYEES IN THE CLASSES OF SOCIAL WORK SERVICES MANAGER 2 (5A07) OR LIBRARIAN 2 (9B03) WHO RECEIVE AN ADVANCED DEGREE IN A FIELD RELATED TO THE EMPLOYEE'S JOB DUTIES ON OR AFTER MAY 13, 1994

- ✓ 6.28 – LUMP SUM EDUCATION AND CERTIFICATION BONUS

- ✓ 6.31 - CREDENTIAL BASED PAY - EMPLOYEES WHO SECURE AND MAINTAIN PROFESSIONAL CREDENTIALS



APPROVED

2/11/16

DATE

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2016 APR -8 AM 11:02

DEPARTMENT OF HUMAN RESOURCES

| REGULATION NUMBER | REGULATION | ACTION | EXPLANATION |
|-------------------|---|-----------|---|
| 2.04 | Appropriate, Related Eligible List | Revision | These are being revised to remove references to regulations that have changed number or have been abolished. Regulations 2.04 and 10.0911 are being revised to indicate that regulation 10.05 was renumbered to regulation 10.017 in 2010. Regulation 5.158 is being revised to remove references to Regulation 31.08 which was abolished on the Commission's September 2015 agenda when in-position promotion for classes represented by District Councils 33 and 47 was made permanent. |
| 10.0911 | Appointment through certification from such list to fill a permanent position | Revision | |
| 5.158 | Classes Eligible for In-Position Promotion | Revision | |
| 6.273 | EMPLOYEES IN THE CLASSES OF SOCIAL WORK SERVICES MANAGER 2 (5A07) OR LIBRARIAN 2 (9B03) WHO RECEIVE AN ADVANCED DEGREE IN A FIELD RELATED TO THE EMPLOYEE'S JOB DUTIES ON OR AFTER MAY 13, 1994 | Revision | |
| 6.28 | LUMP SUM EDUCATION AND CERTIFICATION BONUS | Abolition | This regulation is being abolished. An annual, credential-based bonus is being established for the Procurement Department to reward employees who obtain the education or certification under Regulation 6.31 Subsection K. |

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2016 APR -8 AM 11:42

DEPARTMENT OF PERSONNEL

| REGULATION NUMBER | REGULATION | ACTION | EXPLANATION |
|-------------------|---|----------|---|
| 6.31 | CREDENTIAL BASED PAY - EMPLOYEES WHO SECURE AND MAINTAIN PROFESSIONAL CREDENTIALS | Revision | <p>This regulation is being revised to clarify the eligibility requirements for employee performance reports and to specify that employees must be actively working and in paid status to be eligible for the bonus.</p> <p>Subsection B is being revised to allow employees permanently allocated to the Design and Construction Project Manager (3B79) class to be eligible to receive a lump sum credential bonus of \$2,000 for registration as a Professional Architect. Employees in the class may function as a professional engineer or a licensed architect if required by assignment. Previously employees were only eligible for the bonus for registration as a Professional Engineer.</p> <p>Subsection C is being revised to add Information Technology Trainee and the Programmer Analyst series of classes to the regulation.</p> <p>Subsection D is being revised to update the class codes of the eligible classes and the name of the Department of Behavioral Health and Intellectual Disability Services.</p> <p>Subsection F is being revised to remove the class of Fleet Management Quality Assurance Director as it was previously abolished in September 2013.</p> <p>Subsection H is being revised to specify that employees in the 2P, 3B, 3C, and 3D series of classes at the Airport must be performing work at the supervisory or managerial levels to be eligible for a credential bonus for possession of an Accredited Airport Executive (A.A.E.) certification.</p> <p>Subsection I is being revised to allow 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. This subsection is also being revised to specify that 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.</p> <p>Subsection J is being revised to arrange the class codes of eligible classes in a manner consistent with the other subsections.</p> <p>Subsection 6.31-K CREDENTIAL BASED PAY - EMPLOYEES IN THE PROCUREMENT SERIES OF CLASSES (2E) IN THE PROCUREMENT DEPARTMENT WHO OBTAIN CERTIFICATION BY THE UNIVERSAL PUBLIC PROCUREMENT CERTIFICATION COUNCIL OR INSTITUTE FOR SUPPLY MANAGEMENT. This subsection is being established to offer an annual credential-based bonus to employees in the Procurement Department who obtain job-related certification through the Universal Public Procurement Certification Council (UPPCC) or the Institute for Supply Management (ISM) or a Master's degree from an accredited college or university in specific procurement related fields. Employees are eligible for an initial bonus of \$1,000 for all credentials and annual bonus amounts thereafter of \$500 for certification as a Certified Professional in Supplier Diversity, and \$750 for Certified Professional in Supply Management or Certified Professional Public Buyer. Annual bonus amounts for certification as a Certified Public Purchasing Officer and for a Master's degree in Business Administration with concentration in Supply Chain Management or Master's in Supply Chain Management are \$1,000. Bonuses under the program are capped at \$2,500. 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. The goal of the program is to reward employees for professional development to enhance the technical procurement work they perform.</p> |

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Civil Service Regulation 2 – Definitions and Civil Service Regulation 10 – Eligible Lists
To be amended as follows:

2.04 - APPROPRIATE, RELATED ELIGIBLE LIST

an eligible list used to make appointments in the absence of a list for a class in which a vacancy exists. (See ~~Regulation 10.05~~ Regulation 10.017).

10.0911 - Appointment through certification from such list to fill a permanent position

- a. in the class for which the list was established; or
- b. any other class for which the list is designated as appropriate or related by the Director under Regulation 10.01705.

Civil Service Regulation 5 – Classification Plan
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 – 2H90 (Step 2 only) | Human Resources Professional – 2H90 (Step 3 only) or Personnel Analyst 2 – 2H02 |
| Management Trainee (All Specialties) – 2L03 | Administrative Specialist 1 (Confidential) – 2L16 | Administrative Specialist 2 (Confidential) – 2L17 |

F.O.P. Classes

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

District Council 47.

In-Position Promotions for the District Council 47 classes below will be in accordance with Civil Service Regulation 5.15 and 31.08.

| Level 1 | Level 2 | Level 3 | Level 4 |
|---------|---------|---------|---------|
|---------|---------|---------|---------|

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DEPARTMENT OF CORRECTIONS
 2016 APR -8 AM 11:42

| | | | |
|--|--|--|------|
| 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 |
| 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 Coordinator 2 – 3D05 | None |
| 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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2016 APR -8 AM 11:42

DEPARTMENT OF RECORDS

| | | |
|---|---|------|
| 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 |
| 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 |

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DEPARTMENT OF RECORDS
2016 APR -8 AM 11:42

Civil Service Regulation 6 – Pay Plan

To be amended as follows:

6.27 - ONE-TIME LUMP-SUM EDUCATION AND CERTIFICATION AWARDS. Employees who meet the terms and conditions specified in this Regulation shall receive a one-time lump sum payment in the amount specified below. Payment will be made at the end of one year of service following submission of the official notification of test results and/or certification and/or awarding of advanced degree to the appointing authority. The lump sum payment will not be added to the employee's base salary rate. Pension contributions shall not be made on the lump sum payment and the lump sum payments shall not affect pension benefits.

**6.273 - EMPLOYEES IN THE CLASSES OF SOCIAL WORK SERVICES MANAGER 2 (5A07)
~~SOCIAL WORKER II~~ OR LIBRARIAN II (9B03) WHO RECEIVE AN ADVANCED DEGREE IN A FIELD
RELATED TO THE EMPLOYEE'S JOB DUTIES ON OR AFTER MAY 13, 1994 - a lump-sum payment
of One Thousand Dollars (\$1,000).**

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DEPARTMENT OF REVENUE
2016 APR -8 AM 11:42

~~6.28 — LUMP SUM EDUCATION AND CERTIFICATION BONUS. Employees who meet the terms and conditions specified in this regulation shall receive lump sum payments in the amounts specified below. Payment will be made at the end of one year of service following submission to the appointing authority of the official notification of test results and/or certification and/or awarding of advanced degree. Employees must be actively working in the specified classes and departments at the time that the bonus is paid to be eligible to receive the bonus. Employees must have a current overall performance rating of no less than satisfactory to receive the bonus. If there is no performance report on file for the employee, it will be assumed that the employee qualifies for the bonus. The operating departments must specify the source of funding for the bonus and report the source of funding to the Finance Department for review and approval in advance.~~

~~The lump sum payments will not be added to the employee's base salary rate. Pension contributions shall not be made on the lump sum payments and the lump sum payments shall not affect pension benefits.~~

~~A. Employees of the Procurement Department in the classes listed below who take and pass examinations administered by the Universal Public Purchasing Certification Council (UPPCC) for the certifications listed below shall receive a one-time lump sum payment of One Thousand Dollars (\$1,000). Employees are not eligible to receive this bonus payment more than once.~~

~~Employees of the Procurement Department in the classes listed below who are re-certified by the Universal Public Purchasing Certification Council (UPPCC) shall receive a lump sum payment of Five Hundred Dollars (\$500). Employees are eligible to receive the re-certification bonus no sooner than five years after the initial certification or receipt of the most recent re-certification bonus.~~

| Classes Eligible For Bonus | Certification and Re-certification |
|---|---|
| • Procurement Technician 1 (2E02) • Procurement Technician 2 (2E03) | Certified Professional Public Buyer (CPPB) |
| • Procurement Technician Supervisor (2E14) • Materials and Supply Manager (2E18) • Purchasing Manager (2E19) | Certified Public Purchasing Officer (CPPO) |

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DEPARTMENT OF PROCUREMENT

Civil Service Regulation 6 – Pay Plan

To be amended as follows:

6.31 - CREDENTIAL BASED PAY - EMPLOYEES WHO SECURE AND MAINTAIN PROFESSIONAL

CREDENTIALS. 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 current 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 current 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 that~~ 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 issued 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 received by and on file with the Office of Human Resources~~. Thereafter, employees ~~and must subsequently receive~~ 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 ~~overall rating qualifies 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 ~~that their eligibility for the differential is paid to be eligible~~. 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

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 |
|--------------------------------------|--|---------------------------|-----------------|
| Engineering (3B, 3C) | 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, or Sustainable Design | Annual lump sum \$1,000 | December 2000 |
| 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 |

6.31-C - CREDENTIAL BASED PAY - EMPLOYEES IN THE DATA PROCESSING OPERATIONS (1D) AND DATA PROCESSING PROGRAMMING ANALYSIS (1E) CLASSES LISTED BELOW WHO SECURE AND MAINTAIN PROFESSIONAL REGISTRATION AS A MICROSOFT CERTIFIED SYSTEMS ENGINEER (MCSE-2002), MICROSOFT CERTIFIED SOLUTIONS ASSOCIATE (MCSA), MICROSOFT CERTIFIED SOLUTIONS EXPERT (MCSE-2014), OR A CERTIFIED NOVELL ENGINEER (CNE). Employees permanently allocated to the Network Support Associate (1D54), Network Support Specialist (1D55), Network Administrator (1E06), Local Area Network Administrator (1E07) and Human Resources Information Systems Manager (1E57) 1D and 1E series of classes listed below who secure and maintain one of the registrations 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 registration certification to remain eligible to receive the differential in subsequent years and must submit proof of current registration 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 registration 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

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. | Completion of a second master's degree 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. | |
| 2F22 - Research and Information Analyst 2 | | |
| 2F21 - Research and Information Analyst 1 | | |

6.31-E - CREDENTIAL BASED PAY - EMPLOYEES IN THE CLASSES AND DEPARTMENTS LISTED BELOW WHO SECURE 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 PROFESSIONAL STATE BOARD OF EXAMINERS OF ARCHITECTS, OR A GEOGRAPHIC INFORMATION SYSTEMS PROFESSIONAL BY THE GIS CERTIFICATION INSTITUTE. Employees of the classes and departments listed below who secure the professional credentials listed below 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.

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); or Fleet Management Quality Assurance Director (7F45) 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 for, 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 TechnicianEVT - Ambulance TechnicianASE - Master Truck (MT) | <p>\$2,500 after both EVT and both ASE certifications</p> <p>\$2,000 after one of the EVT and one of the ASE certifications</p> |

| | | |
|--------------------------|---|----------------------------|
| 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 - CREDENTIAL BASED PAY – EMPLOYEES LOCATED IN SPECIFIC UNITS OF THE AIRPORT, CITY PLANNING COMMISSION, THE DEPARTMENT OF PUBLIC PROPERTY, STREETS DEPARTMENT OR IN THE 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 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 |
| Engineering (3B, 3C) | <ul style="list-style-type: none"> Engineering and Planning unit | <ul style="list-style-type: none"> LEED AP Building Design + Construction (LEED AP BD+C) | |

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 ~~Masters~~ 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 |

| Classes | Assignment | Bonus Amount |
|--|--|--|
| <ul style="list-style-type: none"> 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) | | |
| <ul style="list-style-type: none"> Water Treatment Plant Operator (7E45) 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) Industrial Waste Control Technician 2 (3A72) Industrial Waste Control Supervisor (3A73) Engineering Specialist (Civil) (Environmental) (Mechanical) (3B74) Environmental Engineer 2 (3B62) Civil Engineer 2 (3B06) Mechanical Engineer 2 (3B22) | Operations Division Bureau of Laboratory Services | \$500 <u>annual</u> <u>lump sum</u> |

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DEPARTMENT OF PROCUREMENT

6.31-K - CREDENTIAL BASED PAY - EMPLOYEES IN THE PROCUREMENT SERIES OF CLASSES IN THE PROCUREMENT DEPARTMENT WHO OBTAIN CERTIFICATION BY THE UNIVERSAL PUBLIC PROCUREMENT CERTIFICATION COUNCIL OR INSTITUTE FOR SUPPLY MANAGEMENT. 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 \$2,500 in any given calendar year.