

**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.

<b>Department</b>	<b>Classes</b>	<b>Initial Payment</b>	<b>Bonus Amount</b>
City Controller's Office	<i>Auditor</i> series of classes (2A40-2A46), <i>Information Systems Auditor</i> series of classes(2A47-2A48), or <i>Information Systems Auditing Supervisor</i> (2A68)	December 2005	\$3,000 initial lump sum  \$1,000 subsequent annual lump sum
Revenue Department	<i>Accountant/Revenue Examiner Trainee</i> (2A05), <i>Revenue Examiner</i> (2B31-2B35), <i>Tax and Revenue Conferee</i> (2B40-2B41), <i>Tax Analyst</i> (2B49 – 2B55) series of classes	December 2005	
Finance Department	<i>Accountant</i> series of classes (2A04-2A15, 2A22)	December 2018	
Any City Department	<i>Accountant and Contract Auditor</i> series of classes (2A04 – 2A19), (2A65-2A69)	December 2006	\$3,000 initial lump sum  \$1,000 subsequent annual lump sum

#### **6.31-B - ENGINEERING (3B, 3C), ARCHITECT (3D), (3E70) , SURVEYOR (3F) OR GEOLOGIST (2P40) PROFESSIONAL REGISTRATION OR ADVANCED DEGREES.**

Employees permanently allocated to one of the classes in the Engineering (3B, 3C), or Architect (3D), series of classes or Employees in the Transportation Planning and Analysis Manager (3E70) class 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 registered 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 Engineering (3B, 3C) series of class who secure and maintain the Engineer in Training as issued by one of the state governments who have successfully passed the Fundamentals of Engineering (FE) exam shall be eligible for an one-time lump sum differential of \$1,000. Employees in the Architect (3D) series of classes who secure and maintain registration as a registered 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
Engineering (3B, 3C) Transportation Planning and Analysis Manager (3E70) only and Laboratory Program Director (3H48)	Professional Engineer	Annual lump sum \$2,000.	December 1999
Engineering (3B, 3C) classes	Engineer-in-Training	One-time lump sum \$1,000	December 2023
Architect (3D), and Design and Construction Project Manager (3B79) & Capital Projects	Registered Architect	Annual lump sum \$2,000.	December 1999

Manager (3C06)			
Architect (3D), Design and Construction Project Manager (3B79) & Capital Projects Manager (3C06)	Registered Landscape Architect	Annual lump sum \$2,000.	December 2000
Engineering (3B, 3C), Architect (3D)	Master's Degree or Ph.D. in Engineering, Architecture, Renewable Energy, Engineering Management, Environmental Management, 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
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	Microsoft Certified Systems Engineer (MCSE-2002)	N/A	\$1,000
Network Support Associate (1D54), Network Support Specialist (1D55)	Certified Novell Engineer NetWare 5 (CNE)	N/A	\$1,000
1E	Microsoft Certified Solutions Expert (MCSE-2014)	\$2,000	\$1,000
Network Administrator (1E06), Local Area Network Administrator (1E07), Web User Interface Designer (1E16), Web Developer (1E15), Information Technology Trainee (1E70), Programmer Analyst 1 (1E75), Programmer Analyst 2 (1E76), Programmer Analyst 3 (1E77), Programmer Analyst Project Leader (1E78), Programmer Analyst Supervisor (1E79)	Microsoft Certified Solutions Associate (MCSA)	\$1,000	None

**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) AND PSYCHOLOGISTS IN THE DEPARTMENT OF PRISONS OR DEPARTMENT OF HUMAN SERVICES 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 of the Prisons Department allocated to one of the classes in the Psychology series of classes and employees of the Department of Human Services allocated to the Psychologist 2 (4A12) class who complete and receive a Doctor of Psychology (PhD) at an accredited college or university shall be eligible for an annual lump sum salary differential as specified by this regulation. The initial differential shall be paid in a lump

sum in the first pay period of December 2022 for those who completed the PhD in psychology.

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
<b>5F59</b> - 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 coursework in information technology, computer science, geography, or a closely related field.
<b>2F23</b> - 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.	
<b>2F22</b> - Research and Information Analyst 2		
<b>2F21</b> - Research and Information Analyst 1		
<b>4A17</b> – Psychologist 1	Completion of a professional doctorate degree as a Doctor of Psychology (PhD).	
<b>4A12</b> – Psychologist 2		
<b>4A13</b> - Prison Psychologist Supervisor		

#### 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 - Planning and GIS Series of Classes	Department of Planning and Development	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		
Transportation Planning and Analysis Manager (3E70)	Streets		
Airport Sustainability Manager (2P41)	Airport		
3E - Planning and GIS Series of Classes	Department of Planning and Development	Registration as a Registered Architect as issued by The Pennsylvania State Architects Licensure Board	\$1,000 annual lump sum
City Planner 2, 3, City Planner	All Departments	Certification as a Geographic	\$1,000



Supervisor, City Planner Manager and Deputy Planning Director (3E03-3E06, 3E17)		Information System Professional by the Geographic Information Systems Certification Institute	annual lump sum
Geographic Information Systems Specialist 1, 2, 3 and Geographic Information Systems Manager (3E20-3E23)			

**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"> <li>EVT - Fire Apparatus Technician</li> <li>EVT - Ambulance Technician</li> <li>ASE - Master Truck (MT)</li> <li>ASE - Master Auto (MA)</li> </ul>	<ul style="list-style-type: none"> <li>\$2,500 after both EVT and both ASE certifications</li> <li>\$2,000 after one of the EVT and one of the ASE certifications</li> </ul> Annual
Automotive Maintenance Technician (7F02)	Fire Section of the Public Health and Safety Facility	<ul style="list-style-type: none"> <li>EVT - Ambulance Technician</li> <li>ASE - Master Auto (MA)</li> </ul>	\$2,000 Annual
Automotive Maintenance Technician (7F02), Heavy Duty Vehicle Maintenance Technician (7F03), Automotive Maintenance Team Leader (7F06), Fleet Maintenance Supervisor (7F30), Assistant Fleet	Any	<ul style="list-style-type: none"> <li>ASE - MT</li> <li>ASE - MA</li> </ul>	\$1,500 for both ASE certifications Annual

Manager for Operations (7F31)			
Any Class in the Automotive Maintenance and Trades (7F) series, or Trades Helper -Automotive (7H01)	Any	<ul style="list-style-type: none"> <li>• ASE - MT</li> <li>• ASE - MA</li> <li>• ASE - MBP</li> </ul>	\$1,000 for any one of three Annual
All Employees in the Office of Fleet Management	Any	<ul style="list-style-type: none"> <li>• ASE - Any Individual Certification</li> </ul>	\$200 for any One-time \$100 for re-certification, Once every five years

**6.31-G - MASTER'S OR PH.D. OR PROFESSIONAL CERTIFICATION FOR SCIENCES (3G AND 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 (3G and 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 for the degree 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. The initial differential for the certification shall be paid in a lump sum in the first pay period of December 2022 for those employees who obtained a certification prior to December 2022.

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	

Class Title	Department	Certification:	Bonus Amount
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All 3G and 3H classes	Health	Medical Laboratory Technician (MLT)	\$1,000 annual lump sum
		Medical Technologist (MT) by American Medical Technologist Association	
		Medical Laboratory Scientist (MLS) by the American Society for Clinical Pathology (ASCP)	

**6.31-H - LEED, ENVISION SUSTAINABILITY PROFESSIONAL, PROJECT MANAGEMENT PROFESSIONAL OR ACCREDITED AIRPORT EXECUTIVE CERTIFICATION FOR EMPLOYEES LOCATED IN SPECIFIC UNITS OF THE AIRPORT, DEPARTMENT OF PLANNING AND DEVELOPMENT, DEPARTMENT OF PUBLIC PROPERTY, DEPARTMENT OF PARKS AND RECREATION, 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, the Department of Parks and Recreation, or in the Water Department, or employees permanently allocated to the Planning (3E) series of classes listed below in the Department of Planning and Development, the Streets Department, or the Water 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 permanently allocated to the Airport Administrative (2P), Engineering (3B, 3C) or Architectural and Landscaping (3D) series of classes who perform work at the Airport units listed below who secure and maintain an Envision Sustainability Professional (ENV-SP) certification shall be eligible for an annual lump sum salary differential of \$750.

Employees permanently allocated to the Airport Administrative (2P), Engineering (3B, 3C), Architectural and Landscaping (3D), City Planning (3E) or Executive Assistant (2L18) classes who perform project-based work at the Airport in the units listed below who secure and maintain the Project Management Professional (PMP) certification shall be eligible for an annual lump sum salary differential of \$1000.

Employees will be eligible to receive only two differentials authorized by this regulation during any calendar 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 registration or certification 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
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Airport Administrative (2P)  Engineering (3B, 3C)  Architectural and Landscaping (3D)  Environmental Scientist (3H)	Airport Department of Public Property  Department of Parks and Recreation  Water Department	Leadership in Energy and Environmental Design (LEED AP) Professional by the Green Building Certification Institute (GBCI) <ul style="list-style-type: none"> <li>• LEED AP Building Design + Construction (LEED AP BD+C)</li> <li>• LEED AP Operations + Maintenance (LEED AP O+M)</li> <li>• LEED AP Interior Design + Construction (LEED AP ID+C)</li> <li>• LEED AP Neighborhood Development (LEED AP ND)</li> <li>• LEED AP Homes</li> </ul>	\$2,000 annual lump sum
			\$1,000 One-time lump sum for LEED Green Associate

City Planner 2, 3, Supervisor and City Planner Manager (3E03-3E06)  Deputy Planning Director (3E17)	Department of Planning and Development  Streets Department  Airport  Water Department	Leadership in Energy and Environmental Design (LEED AP) Professional by the Green Building Certification Institute (GBCI) <ul style="list-style-type: none"><li>• LEED Green Associate – LEED- AG</li></ul>	
Supervisory and Managerial classes only:  Airport Administrative (2P)  Engineering (3B, 3C)  Architectural and Landscaping (3D)	Airport Units: <ul style="list-style-type: none"><li>• Maintenance</li><li>• Engineering and Planning</li><li>• Operations</li><li>• Security</li><li>• Properties</li></ul>	Accredited Airport Executive (A.A.E.) as issued by the American Association of Airport Executives	\$2,000 annual lump sum
Airport Administrative (2P)  Engineering (3B, 3C)  Architectural and Landscaping (3D)  City Planners (3E)	Airport Units: <ul style="list-style-type: none"><li>• Engineering and Planning</li><li>• Design and Construction</li></ul>	Envision Sustainability Professional (ENV SP) as issued by the Institute of Sustainable Infrastructure	\$750 annual lump sum
Airport Administrative (2P)  Engineering (3B, 3C)  Architectural and Landscaping (3D)  City Planners (3E)  Executive Assistant (2L18)	Airport units: <ul style="list-style-type: none"><li>• Communications</li><li>• Facilities</li><li>• Engineering</li><li>• Planning</li><li>• Properties</li></ul>	Project Management Professional (PMP) as issued by the Project Management Institute (PMI)	\$1,000 annual lump sum

**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  Airport	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 (PMP) 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; 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	\$1,000 annual lump sum

		Hygiene or closely related area or a J.D. Degree	
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#### 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 Utility Director (3C28)	Operations Division  Bureau of Laboratory Services	\$1,500 annual lump sum
Water Utility Assistant Manager (3B59)		
Environmental Engineer 3 (3B63)		
Water Utility Manager (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)		
Laboratory Director (3H38)		
Administrative Scientist (3H79)		
Water Engineering Projects Assistant Manager (Water Resources Specialty and Operations Specialty) (3B83)		
Water Treatment Plant Operator (7E45)	Operations Division	\$1,000

**Comment [JA1]:** PWD - spec changes made to class to include ops specialty

Water Treatment Plant Operations Crew Chief (7E46)	Bureau of Laboratory Services	annual lump sum
Water Maintenance Superintendent (Treatment Plant) (7J32)		
Water Maintenance Supervisor (7J33)		
Water Conveyance Systems Assistant Superintendent (7B06)		
Water Transport System Operator (7E61)		
Science Technician (Water) (3G32)		
Science Technician Supervisor (3G31)		
Senior Science Technician (3G33)		
Industrial Waste Control Technician 2 (3A72)		
Industrial Waste Control Supervisor (3A73)		
Engineering Specialist (Civil) (Environmental) (Mechanical) (3B74)		
Environmental Engineer 2 (3B62)		
Engineering Supervisor 1 (3B81) and 2 (3B82)		
Civil Engineer 2 (3B06)		
Mechanical Engineer 2 (3B22)		
Environmental Scientist 2 (3H13)		
Environmental Scientist Supervisor (3H14)		
Environmental Scientist Specialist (3H16)		
Laboratory Program Scientist (3H18)		
Staff Scientist 1 (3H28) and 2 (3H29)		
Staff Engineer 1 (3B75) and 2 (3B76) (Sanitary/Environmental) (Specialty)		

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

Employees 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 in the classes listed below who take and pass examinations administered by the American Contract Compliance Association (ACCA) 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
• Procurement Technician 1 (2E02)	Certified Professional in Supplier Diversity (CPSD) by ISM	\$1,000	\$500
• Procurement Technician 2 (2E03)	Certified Professional in Supply Management (CPSM) by ISM	\$1,000	\$750
• Procurement Special Services Officer (2E23)	Certified Professional Public Buyer (CPPB) by the UPPCC	\$1,000	\$750
• Procurement Technician Supervisor (2E14)	Certified Public Purchasing Officer (CPPO) by UPPCC	\$1,000	\$1,000
• Procurement Operations Support Manager (2E09)	Master's degree in Business Administration with concentration in Supply Management, or Master's in Supply Chain Management	\$1,000	\$1,000
• Procurement Special Services Supervisor (2E10)			
• Contract Coordinator (2F69)	Certified Compliance Administrator by the American Contract Compliance Association	\$1000	\$1000
• Contract Administrator (2F70)			
• Minority Business Enterprise Specialist series (2E32-2E35)	Master Compliance Administrator by the American Contract Compliance Association	\$1500	\$1500

**Comment [JA2]:** To change in 2024 to Certified Compliance Administrator and Master Compliance Administrator; and for all departments

#### 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

**6.31-M - EMPLOYEES IN THE RADIOGRAPHY SERIES (4A05, 4A06, 4A27, 4A29) IN THE HEALTH DEPARTMENT** in possession of current registration by the American Registry of Radiologic Technologists as a Radiologic Technologist in both Radiography and Mammography - R.T.(R)(M) (ARRT)

Employees of the Health Department in the Radiographer series of classes listed below who take and pass examinations administered by and possess current certification by the American Registry of Radiologic Technologists shall receive the specified initial and subsequent annual lump-sum payments.

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 certification 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 2020 for those employees who secure the credential prior to December 1, 2020.

Department	Class	Certification	Bonus Amount
Health	Radiographer (4A05)	Radiologic Technologist in both Radiography and Mammography (R.T. (R)(M) (ARRT))	\$1,000 annual lump sum
	Mammographer (4A06)		
	Radiology Services Supervisor (4A27) Radiology Services Administrator (4A29)		

**6.31-N EMPLOYEES IN THE EXPANDED FUNCTION DENTAL ASSISTANT CLASS IN THE HEALTH DEPARTMENT** in possession of current registration by the Pennsylvania Board of Health as an Expanded Function Dental Assistant.

Employees of the Health Department in the Expanded Function Dental Assistant class listed below who possess current certification by Pennsylvania Board of Health shall receive the specified initial and subsequent annual lump-sum payments.

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 certification 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 2023 for those employees who secure the credential prior to December 1, 2023.

Department	Class	Certification	Bonus Amount
Health	Expanded Function Dental Assistant (4E15)	Expanded Function Dental Assistant from PA Board of Health	\$1,000 annual lump sum