



City of Taylor employees may be eligible to receive extra pay for completing and maintaining approved work-related certifications.

**Eligible employees:**

- All regular exempt and non-exempt employees, full time and part time.
- Not eligible: department director and above, temporary employees or volunteers.

**Qualified certifications and pay-outs:**

See complete list of certifications to include bi-lingual pay (Spanish and American Sign Language). Certifications are job specific and must not be required for your job.

**What to do if you are already certified from the eligible list?**

Submit proof of certification to your supervisor. Your department will review for eligibility and, if O.K., will submit a Personnel Action Form to Human Resources for approval along with your documentation.

**What if you want to be certified?**

You are responsible for any training and testing in order to prepare for certification, unless budgeted by your department. Once you get certified, turn in the paperwork. Check with your department about funding for training or to be allowed work time for the certification process.

## **How do you get bilingual pay?**

- If you are already certified for bilingual Spanish or American Sign Language, check with Human Resources to see if your certification qualifies for pay.
- If you choose to get certified on your own, check with Human Resources to get approval of your certification source in advance of testing.
- For Spanish, the Human Resources Department has identified a vendor to provide certification through a job related conversational certification process at the employee's expense.

## **How will pay-outs work?**

- Pay-outs will begin on the designated pay period following approval of your certification pay by the city manager.
- Pay-outs will be made once per month for as long as the certification is current, depending on funding availability.

## **What if there is a certification that is not on the list that you would like to recommend?**

Departments can add or subtract from the list based on needs of the department. If you have a suggestion, pass it along to your supervisor or department head. Typically changes will be made as part of the annual budget process.

## **Where to go if you have questions?**

Refer to the Certification Pay Procedure and other resources available on the [T Drive: Depts: HR for Employees/Pay/ Certification Pay](#). Contact Human Resources for more information.

## CITY OF TAYLOR CERTIFICATION PAYS

Certification	Monthly Rate
<b>Finance</b>	
Bilingual Spanish/ASL	\$ 30
Certified Accts Payable Assoc	\$ 25
Certified Payroll Professional	\$ 25
Certified Public Finance Officer	\$ 25
Fundamental Payroll Certification	\$ 25
<b>Utility Billing</b>	
"B" (Surface, Distribution)	\$ 35
Administrative Assistant	\$ 15
Bilingual Spanish/ASL	\$ 30
Bookkeeping	\$ 15
Customer Svc Mgr Certificate	\$ 15
Office Management	\$ 15
<b>Municipal Court</b>	
Bilingual Spanish/ASL	\$ 30
Level I Certification	\$ 15
Level II Certification	\$ 25
Level III Certification	\$ 35
<b>Human Resources</b>	
Bilingual Spanish/ASL	\$ 30
Certified Benefits Professional	\$ 25
Notary	\$ 15
PHR/SHRM-CP/IPMA-CP	\$ 25
SPHR/SHRM-SCP/IPMA-SCP	\$ 35
<b>Development Services</b>	
American Institute of Certified Planners (AICP)	\$ 25
Congress for the New Urbanism (CNU-A)	\$ 25
Certified GIS Professional (GISP)	\$ 25
Certified Main Street Manager (CMSM)	\$ 25
Certified Code Enforcement Level 2 (TDLR)	\$ 25
ICC Certified Permit Technician	\$ 25
Certified Building Official	\$ 25
Royal Town Planning Institute	\$ 25
Property Management	\$ 25
Bilingual Spanish/ASL	\$ 30

## CITY OF TAYLOR CERTIFICATION PAYS

### Building Maintenance

License Electrician	\$	25
License Plumber	\$	25
Bilingual Spanish/ASL	\$	30

### Fleet

Automatic Transmission	\$	15
Manual Drive Train & Axle	\$	15
Suspension & Steering	\$	15
Brakes	\$	15
Electrical/Electronic Systems	\$	15
Heating & Air Conditioning	\$	15
Engine Performance	\$	15
Light Vehicle Diesel Engines	\$	15
Heavy Duty Truck Prev. Maint	\$	15
Certified State Inspector	\$	15
Bilingual Spanish/ASL	\$	30

### Internal Services

Network+	\$	15
Server+	\$	15
Bilingual Spanish/ASL	\$	30

### Public Works - Streets

Construction Inspection related	\$	25
CDL	\$	15
Herbicide	\$	15
Bilingual Spanish/ASL	\$	30

### Public Works - Utility Maintenance

Water Distribution C	\$	25
Water Distribution B	\$	30
Water Distribution A	\$	35
Wastewater Collection I	\$	25
Wastewater Collection II	\$	30
Wastewater Collection III	\$	35
Wastewater Operator C	\$	25
Wastewater Operator B	\$	30
Wastewater Operator A	\$	35
CDL	\$	15
Bilingual Spanish/ASL	\$	30

## CITY OF TAYLOR CERTIFICATION PAYS

### Parks and Recreation

Certified Parks and Recreation Professional	\$	25
Certified Parks and Recreation Executive	\$	25
ISA Certified Arborist	\$	25
Irrigation License	\$	25
Herbicide Applicator License	\$	15
CDL	\$	15
Playground Safety Inspector	\$	15
Certified Pool & SPA Operator	\$	15
Bilingual Spanish/ASL	\$	30

### Library, City Management, Communications, Main Street

Notary	\$	15
Bilingual Spanish/ASL	\$	30

### Police

Intermediate P.O.	\$	25
Advanced P.O.	\$	30
Master P.O.	\$	35
Intermediate TEL.	\$	25
Advanced TEL	\$	30
Master TEL	\$	35
Bilingual Spanish/ASL	\$	30

### Fire

Fire Officer I	\$	15
Fire Officer II	\$	25
Fire Officer III	\$	35
Fire Instructor II & III	\$	25
Intermediate FF	\$	25
Advanced FF	\$	30
Master FF	\$	35
EMT/Intermediate	\$	25
EMT/Paramedic	\$	35
Hazmat	\$	15
Bilingual Spanish/ASL	\$	30