



## ADMINISTRATIVE REGULATION

---

Effective Date: November 30, 2019

Administrative Regulation: 1-7

Revision Date: January 9, 2023

Supersedes: November 9, 2022

Approved By: William H. Ashton II

---

Subject: Certification and Licensing Program

---

### I. Purpose

The purpose of this program is to recognize and compensate regular status employees who have acquired certifications or licenses after the effective date of this program. Employees must have achieved the certification or license while employed with the town of Herndon. Certifications and licenses must be related to their current position or posturing for relevant promotional opportunity within the town, as determined by their department head in consultation with human resources.

### II. Employees Involved

All regular status town employees.

### III. General Information

Certifications and licenses listed under this regulation will receive the corresponding pay increase for the documented achievement of the certification or license on the first day of the following pay period. Documented achievement is defined as evidence provided to human resources, from the certification or licensure sponsoring body. Documented evidence given after the effective date of the certification or licensure achievement will not result in retroactive payment to effective date of achievement of the certification or licensure. In all cases, the new wage must be within the applicable pay grade.

Certifications and licenses are listed by three categories: specialty, those required or critical to town operations, and lastly, those that are less critical.

If an employee loses the certification or license or lets it lapse, in the case of a pay increase, their pay will be reduced by the monetary amount of the increase at the time the certification was achieved, on the first day of the next pay period. Failure of an employee to inform human resources in writing of the lapse or expiration of the certification or licensure may result in discipline up to and including termination.

The increase or bonus as applicable to the valid certification or license will only be paid once.

New hires who currently hold listed licenses and certifications will have these increased rates built into their pay and will not be paid again, under this program. Employees in an unsatisfactory or needs improvement performance rating status are not eligible for this program.

---



## ADMINISTRATIVE REGULATION

Certification/License – Specialty	Compensation
Commercial Driver’s License (CDL)	\$40 per week CDL premium pay

Certification/License - Critical	Compensation
Professional Engineer License (PE)	5% in-grade increase
Certified Public Accountant (CPA)	5% in-grade increase
Department of Housing and Community Development (DHCD) Combination Inspector and Plans Examiner (Completion of all DHCD certifications to meet the requirements of a Combination Building Inspector, Residential or Commercial plus DHCD certification as a residential or commercial Plans Examiner)	5% in-grade increase
DHCD Certified Building Official	5% in grade increase
American Institute of Certified Planners (AICP)	5% in grade increase

Certification/License – Less Critical	Compensation
Certified Payroll Professional Certification (CPP)	3% in grade increase
Master Governmental Deputy Treasurer (MGDT)	3% in grade increase
Associate in Risk Management (ARM)	3% in-grade increase
ICC Permit Technician	3% in-grade increase
Tree Risk Assessment Qualification (TRAQ)	3% in grade increase

This regulation may be modified under authority of the town manager.

\_\_\_\_\_  
 William H. Ashton II  
 Town Manager