

INCENTIVE PAY SCHEDULES

Certificates and Licenses:

All Town Departments (except Fire Department)

- \$25 per month for each eligible certificate or license up to a maximum of \$100 per month

Fire Department

- \$25 per month for each eligible certificate or license up to a maximum of \$100 per month
- An additional \$100 per month for Paramedic certification

College Degrees:

- Eligible employees in all Town departments for a maximum of \$50 per month
- \$25 per month for Associate's Degree
- \$50 per month for Bachelor's Degree
- \$50 per month for Master's Degree

Maximum Allowances:

- \$150 per Month Total Maximum for All Town Departments (Except Fire Department)
- \$250 per Month Total Maximum for Fire Department (includes \$100 per month paramedic pay)
- Employees receiving incentive pay prior to the effective date of these program revisions shall continue receiving their current incentive pay amount; however, they shall not exceed the maximum amounts indicated above with any additional qualifying licenses, certificates, or degrees.

Summary of Incentive Pay Eligibility Lists by Department, Division and Section

Animal Services

- Animal Control Officer Instructor Certification
- Advanced Animal Control Certification
- Administrative Animal Control Certification
- Certified Administrative Professional (through the International Association of Administrative Professionals)
- Organizational Management Certification (through the International Association of Administrative Professionals)

Building Inspections

- ICC Certified Building Official (CBO)
- Certified Administrative Professional (through the International Association of Administrative Professionals)
- Organizational Management Certification (through the International Association of Administrative Professionals)
- Permit Technician
- ICC Zoning Inspector
- ICC Residential Building Inspector
- ICC Commercial Building Inspector
- ICC Commercial Energy Inspector
- ICC Residential Electrical Inspector
- ICC Commercial Electrical Inspector
- ICC Commercial Energy Plans Examiner
- ICC Residential Mechanical Inspector
- ICC Commercial Mechanical Inspector
- ICC Residential Energy Inspector/Plans Examiner
- ICC Residential Plumbing Inspector
- ICC Commercial Plumbing Inspector
- IgCC Commercial Inspector
- IgCC Commercial Inspector with ASHRAE 189.1
- ICC Building Plans Examiner
- ICC Electrical Plans Examiner
- ICC Mechanical Plans Examiner
- ICC Plumbing Plans Examiner
- ICC Residential Plans Examiner
- ICC Green Building – Residential Examiner
- ICC IgCC Plans Examiner
- ICC IgCC Plans Examiner with ASHRAE 189.1
- ICC Permit Technician
- IAPMO (International Association of Plumbing & Mechanical Officials) Uniform Plumbing Code Inspector

- TCEQ Licensed Irrigator
- TCEQ Licensed Backflow Prevention Assembly Tester

Community Services

- Certified Administrative Professional (through the International Association of Administrative Professionals)
- Organizational Management Certification (through the International Association of Administrative Professionals)

Community Relations

- Certified Administrative Professional (through the International Association of Administrative Professionals)
- Organizational Management Certification (through the International Association of Administrative Professionals)

Construction Inspection

- Certified Administrative Professional (through the International Association of Administrative Professionals)
- Organizational Management Certification (through the International Association of Administrative Professionals)
- Certificates for CI15 to CI20 equal to one certificate for purposes of this policy (CI15 Basic Qualifications, Duties Responsibilities for Inspectors, CI16 Contract Documents, Site Preparation and Job Control, CI17 Underground Utilities [Water, Sewer, and Storm Sewer], CI18 Specifications Writing and Legal Concerns, CI19 Structures and Structural Design Concepts, CI20 Contract Administration, Management and Scheduling)
- Certificates for IM11 to IM14 equal to one certificate for purposes of this policy (IM11 Basic Soil Technology, IM12 Basic Concrete Technology, IM13 Basic Asphalt Technology, IM14 Basic Leadership and Safety)
- Certified Professional Certified Administrative Professional - Organizations Management (CAP-OM) (through The International Association of Administrative Professionals)
- TNRCC Grade "C" Basic Wastewater Treatment, and either Water Utility Safety, or Utility Calculations, and Wastewater Collection or Wastewater Laboratory (3 total certificates equal to one certificate for purposes of this policy)
- TNRCC Grade "A" Water Certificate
- TNRCC Grade "B" Water Certificate
- TNRCC Grade "C" Water Certificate
- Back Flow Prevention Assembly Tester
- Certified Floodplain Manager (CFM)
- Certified Inspector of Sediment and Erosion Control (CISEC)
- Certified Plumbing Inspector
- Certified Public Infrastructure Inspector (CPII)
- Licensed Irrigator
- Registered Accessibility Specialist

- TCEQ Class II Wastewater Collection Operators License
- TCEQ Class C Water Distribution Operators License

Economic Development

- Certified Administrative Professional (through the International Association of Administrative Professionals)
- Organizational Management Certification (through the International Association of Administrative Professionals)
- Certified Economic Developer
- Economic Development Basic Course (TEEX)
- Economic Development Finance Professional Certification (American Economic Council)
- Economic Development Institute (American Economic Council)

Engineering Services

- Certified Administrative Professional (through the International Association of Administrative Professionals)
- Organizational Management Certification (through the International Association of Administrative Professionals)
- Engineer-In-Training Certification
- Licensed Professional Engineer (P.E.)
- Certified Floodplain Manager (CFM)
- Professional Traffic Operations Engineer (PTOE)
- Registered Professional Land Surveyor
- Americans with Disability Act (ADA) Coordinator Training Certification Program (ACTCP)

Environmental Services

- Associate Environmental Professional
- Backflow Assembly Tester Certification
- Certified Administrative Professional (through the International Association of Administrative Professionals)
- Organizational Management Certification (through the International Association of Administrative Professionals)
- Certified Arborist
- Certified Code Enforcement Administrator
- Certified Code Enforcement Officer Examination
- Certified Environmental Health Technician
- Certified Environmental Auditor
- Certified Environmental Systems Manager
- Certified Floodplain Manager
- Certified Food Safety Professional
- Certified Forester
- Certified Hazardous Materials Manager
- Certificate in Hazardous Materials Management
- Certificate in Horticulture

- ICC Property Maintenance and Housing Inspector
- Certified Pesticide Applicator License
- Certified Pool Examiner
- Certified Professional Geologist
- Certified Professionals in Storm Water Quality
- Certified Site Evaluator
- Certified Wildlife Biologist
- Certified Zoning Enforcement Officer
- FDA Level I Sanitarian
- Hazardous Waste Site Personal Protection & Safety Training
- ICBO Building Inspector
- ICBO Combination Inspector
- ICBO Electrical Inspector
- ICBO Mechanical Inspector
- ICBO Plumbing Inspector
- Intermediate Code Enforcement Certification
- Introductory Lighting Course Completion and Examination
- Plumbing Inspector's License
- Registered Environmental Manager
- Registered Environmental Health Specialist
- Registered Environmental Technician
- Registered Hazardous Substance Professional
- Registered Hazardous Substance Specialist

Facilities Management

- Certified Administrative Professional (through the International Association of Administrative Professionals)
- Organizational Management Certification (through the International Association of Administrative Professionals)
- Class A Underground Storage Tank Operator
- Class B Underground Storage Tank Operator
- HVAC Tech I License
- HVAC Tech II License
- HVAC Universal License
- Journeyman Electrician License
- Master Electrician License
- Structural Welding Certification (Vertical and Overhead Welding)

Financial Services

- Certified Administrative Professional (through the International Association of Administrative Professionals)
- Organizational Management Certification (through the International Association of Administrative Professionals)
- Certified Cash Manager
- Certified Government Financial Manager
- Certified Government Finance Officer

- Certified Internal Auditor
- Certified Public Accountant

Fire Department

- Advanced Firefighter Certificate
- Advanced Inspector Certificate
- Advanced Investigator Certificate
- All-Hazards Communication Technician (COMT)
- All-Hazards Type III Communications Unit Leader (COML)
- Certified Administrative Professional (through the International Association of Administrative Professionals)
- Organizational Management Certification (through the International Association of Administrative Professionals)
- Certified Child Passenger Safety (CPS) Seat Tech
- Certified Emergency Manager
- Chief EMS Officer
- Chief Fire Officer
- Chief Training Officer
- Executive Fire Officers Certification
- Fire Marshal Certification
- Fire Officer
- Ham Radio Technician
- Hazardous Materials Specialist
- Hazardous Materials Technician
- Intermediate Firefighter Certificate
- Intermediate Inspector Certificate
- Intermediate Investigator Certificate
- Master Firefighter Certificate
- Master Inspector Certificate
- Master Investigator Certificate
- Paramedic
- Paramedic Field Training Officer
- Rescue Diver
- Youth Firesetter Intervention Specialist
- Secondary fire protection discipline is compensated at the basic level only. Secondary discipline includes all certifications/licenses issued by the Texas Commission on Fire Protection.

Fleet Services

- Fleet Certified Technician – Automotive (candidates must pass any 5 ASE tests A1 through A8)
- Fleet Certified Technician – Medium/Heavy Truck (candidates must pass any 4 ASE tests T2 through T8)
- Master Certified Technician – Automotive (candidates must pass 8 ASE tests A1 through A8)

- Master Certified Technician – Medium/Heavy Truck (candidates must pass 7 ASE tests T2 through T8)
- Master Fire Apparatus Technician
- Master Ambulance Technician
- Certified Automotive Fleet Specialist
 - Certified Administrative Professional (through the International Association of Administrative Professionals)
 - Organizational Management Certification (through the International Association of Administrative Professionals)

Geographic Information Services

- Certified Administrative Professional (through the International Association of Administrative Professionals)
- Organizational Management Certification (through the International Association of Administrative Professionals)
- Graduate Certificate in GIS from the University of Texas at Dallas
- Certified Professional Certified Administrative Professional - Organizations Management (CAP-OM) (through The International Association of Administrative Professionals)
- Certified Geographic Information Systems Professional

Human Resources

- Certified Benefits Professional (CBP)
- Certified Compensation Professional (CCP)
- Certified Administrative Professional (through the International Association of Administrative Professionals)
- Organizational Management Certification (through the International Association of Administrative Professionals)
- Professional in Human Resources (PHR) Certification
- Senior Professional in Human Resources (SPHR) Certification

Information Technology

- Certified Administrative Professional (through the International Association of Administrative Professionals)
- Organizational Management Certification (through the International Association of Administrative Professionals)
- Certified Computing Professional
- Certified Network Administrator
- Certified Network Engineer - Group Wise
- Certified Professional Certified Administrative Professional - Organizations Management (CAP-OM) (through The International Association of Administrative Professionals)
- IBM Certified Advanced Technical Expert (RS6000 AIX)
- IBM Certified AIX User
- IBM Certified Specialist (AIX System Administrator)

- IBM Certified Specialist (RS6000 Support)
- Microsoft Certified Professional
- Microsoft Certified Systems Engineer
- Novel Certified Network Engineer
- Comp TIA A+

Library Services

- Certified Administrative Professional (through the International Association of Administrative Professionals)
- Organizational Management Certification (through the International Association of Administrative Professionals)

Municipal Court

- Advanced Peace Officer Certification (Town Marshall only)
- Certified Administrative Professional (through the International Association of Administrative Professionals)
- Organizational Management Certification (through the International Association of Administrative Professionals)
- Certified Municipal Court Clerk Level III
- Certified Professional Certified Administrative Professional - Organizations Management (CAP-OM) (through The International Association of Administrative Professionals)
- Intermediate Peace Officer Certification (Town Marshall only)
- Master Peace Officer Certification (Town Marshall only)
- Licensed Court Interpreter
- Certified Court Clerk I
- Certified Court Clerk II
- Certified Court Clerk III

Parks and Recreation Services

- Aquatic Facility Operator
- Associate Park and Recreation Professional
- Backflow Prevention Certificate
- Certified Administrative Professional (through the International Association of Administrative Professionals)
- Organizational Management Certification (through the International Association of Administrative Professionals)
- Certified Activities Director
- Certified Arborist (International Society of Arboriculture)
- Certified Festival and Event Associate
- Certified Master Gardener (Texas County Extension Service)
- Certified Nurseryman
- Certified Park and Recreation Executive (CPRE)
- Certified Park and Recreation Professional
- Certified Playground Inspector

- Certified Pool/Spa Operator Certificate
- Certified Professional Sports Manager (CPSM)
- Certified Professional Turf Manager
- Certified Small Engine Repair of Mechanics Certification
- Certified Sports Field Manager
- Customer Service Inspector License
- National School of RV Parks and Campground Management
- Pesticide License (Non-Commercial)
- Texas Commission on Environmental Quality (TCEQ) Licensed Irrigator, Irrigation Technician or Irrigation Inspector
- Texas Certified Landscape Irrigation Auditor Certification
- Texas Structural Pesticide Applicator License

Planning

- American Institute of Certified Planners Certificate (AICP)
- Certified Administrative Professional (through the International Association of Administrative Professionals)
- Organizational Management Certification (through the International Association of Administrative Professionals)

Police Services

- Advanced Peace Officer Certification
- Advanced Telecommunicator Certification
- Master Telecommunicator Certification
- Basic Police Instructor Certificate
- Intermediate Peace Officer Certification
- Certified Administrative Professional (through the International Association of Administrative Professionals)
- Organizational Management Certification (through the International Association of Administrative Professionals)
- Intermediate Telecommunicator Certification
- Emergency Communications Operator Certificate
- EMT Certificate
- Hazardous Materials Technician
- Master Peace Officer Certification
- Licensed Court Interpreter
- Certified Child Passenger Safety Seat Technician

Public Affairs

- Certified Administrative Professional (through the International Association of Administrative Professionals)
- Organizational Management Certification (through the International Association of Administrative Professionals)

Purchasing

- Accredited Purchasing Practitioner

APPENDIX A

- Certified Administrative Professional (through the International Association of Administrative Professionals)
- Organizational Management Certification (through the International Association of Administrative Professionals)
- Certified Professional Public Buyer
- Certified Administrative Professional - Organizations Management (CAP-OM) (through The International Association of Administrative Professionals)
- Certified Public Purchasing Officer
- Certified Purchasing Manager
- Certified Professional in Supply Management
- Certified Texas Purchaser
- Certified Texas Procurement Officer

Street Operations

- Certificates for CI15 to CI20 equal to one certificate for purposes of this policy (CI15 Basic Qualifications, Duties Responsibilities of Inspectors, CI16 Contract Documents, Site Preparation and Job Control, CI17 Underground Utilities [Water, Sewer, and Storm Sewer], CI18 Specifications Writing and Legal Concerns, CI19 Structures and Structural Design Concepts, CI20 Contract Administration, Management and Scheduling)
- Certificates for IM11 to IM14 equal to one certificate for purposes of this policy (IM11 Basic Soil Technology, IM12 Basic Concrete Technology, IM13 Basic Asphalt Technology, IM14 Basic Leadership and Safety)
- Certificates for MT15 to MT20 equal to one certificate for purposes of this policy (MT15 Drainage and Emergency Operations, MT16 Equipment Utilization and Street Cleaning, MT17 Material Utilization and Roadway Maintenance, MT18 Pavement Surface Repair and Gravel Road Maintenance, MT19 Basic Workload Standards, Resources Accountability, Budgeting and Cost Control, MT20 Maintenance, Pavement and Surface Management Systems)
- TEEX S-130 Firefighting Training Fires/S-190 Wildland Fire Behavior
- Texas Forestry Service Dozer Operation/Maintenance
- Certified Administrative Professional - Organizations Management (CAP-OM) (through The International Association of Administrative Professionals)

Town Manager's Office

- Certified Municipal Clerk
- Certified Public Manager
- Certified Records Manager
- Texas Municipal Clerks Certification Program - Texas Registered Municipal Clerk
- Certified Administrative Professional (through the International Association of Administrative Professionals)
- Organizational Management Certification (through the International Association of Administrative Professionals)

Town Secretary's Office

- Certified Municipal Clerk
- Certified Records Manager
- Texas Municipal Clerks Certification Program - Texas Registered Municipal Clerk
- Certified Administrative Professional (through the International Association of Administrative Professionals)
- Organizational Management Certification (through the International Association of Administrative Professionals)

Transportation Services

- IMSA Signs Level I Certification
- IMSA Signs Level II Certification
- IMSA Signs Level III Certification
- IMSA Traffic Signals Level I Certification
- IMSA Traffic Signals Level II – Field
- IMSA Traffic Signals Level II – Bench
- IMSA Traffic Signals Level II – Construction
- IMSA Traffic Signals Level II – Design/Engineering
- IMSA Traffic Signals Level III - Field
- IMSA Traffic Signals Level III - Bench
- IMSA Traffic Signal Inspector
- IMSA Traffic Signal Inspector for Advanced Technologies
- IMSA Transportation Center System Specialist I
- IMSA Transportation Center System Specialist II
- IMSA Pavement Markings Technician Level II
- IMSA Pavement Markings Technician Level III
- IMSA Roadway Lighting Level I
- IMSA Roadway Lighting Level II
- IMSA Fiber Optics
- TXLTAP Troubleshooting Traffic Controls, Cabinets, and Systems Certification
- TXLTAP Installation and Maintenance Certification
- Certified Administrative Professional (through the International Association of Administrative Professionals)
- Organizational Management Certification (through the International Association of Administrative Professionals)

Utility Services (Operations and Line Maintenance)

- Certified Administrative Professional (through the International Association of Administrative Professionals)
- Organizational Management Certification (through the International Association of Administrative Professionals)
- [TCEQ Grade “A” Wastewater Operator’s Certificate](#)
- [TCEQ Grade “B” Wastewater Operator’s Certificate](#)
- [TCEQ Grade “C” Wastewater Operator’s Certificate](#)

- [TCEQ Grade "A" Water Distribution Certificate](#)
- [TCEQ Grade "B" Water Distribution Certificate](#)
- [TCEQ Grade "C" Water Distribution Certificate](#)
- [TWUA "A" Certified Laboratory Analyst](#)
- [TWUA "B" Certified Laboratory Analyst](#)
- [TWUA "C" Certified Laboratory Analyst](#)
- [TCEQ Class III Wastewater Collection Certificate](#)
- [TCEQ Class II Wastewater Collection Certificate](#)
- [TCEQ CSI \(Customer Service Inspector\)](#)
- [TCEQ Licensed Irrigator](#)
- [Journeyman Electrician License](#)
- [Master Electrician License](#)
- [Structural Welding Certification](#)
- Pipeline Assessment Certification Program (PACP)
- Manhole Assessment Certification Program (MACP)
- [Lateral Assessment Certification Program \(LACP\)](#)