


City of San Antonio  
Human Resources Department  
Interdepartmental Correspondence

**TO:** Erik Walsh, City Manager

**FROM:** Renee Frieda, Human Resources Director 

**COPIES:** David Newman, Solid Waste Management Director  
Ben Gorzell, Chief Financial Officer  
David W. McCary, Assistant City Manager

**SUBJECT:** Creation of SWMD Certification Pay Policy

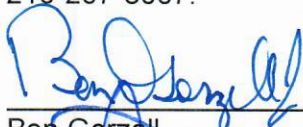
**DATE:** November 7, 2022

The Solid Waste Management Department (SWMD), in coordination with Human Resources (HR), requests to create a certification pay program. To reduce the costs associated with outsourcing service work to vendors, SWMD proposes to incentivize internal staff to obtain certifications beyond what is required of their jobs that will enhance their skills and knowledge, thus allowing them to perform the work inhouse.

Attached, please find a copy of the proposed Solid Waste Management Certification Pay Policy for your approval. Along with the Policy, an Employee Acknowledgement Form, Certification Pay Request Form, and Certification Fee Reimbursement Form have been provided for you review. This Policy documents an existing practice of providing certification pay for several Fleet related certifications that were a carryover from the Building and Equipment Services (BES) Policy. However, the Official Vehicle Inspector, CDL Examiner and CDL with Hazardous Endorsement are new certifications.

This policy approves the existing certifications currently being paid under the BES policy at an estimated cost of \$155,732.92. The estimated cost for the three new certifications is approximately \$18,743.40, for a total estimated cost with benefits, assuming participation from all current eligible positions, is \$176,476.32. The proposal also includes a request to grandfather Ramon Diaz (130029) and Daniel Gonzalez (103835) at their current monthly rates of \$211.25 and \$228.61 respectively, which they have been receiving in special assignment pay in lieu of certification pay for their role as CDL Examiners.

HR requests consideration and approval of the request. If approved, the Policy will become effective upon approval. This recommendation has been coordinated with and approved by the Office of Management & Budget. If you have any questions, please contact Dan Williams at 210-207-8007.

  
\_\_\_\_\_  
Ben Gorzell,  
Chief Financial Officer

11/7/2022  
Date

Approved:  Yes  No

  
\_\_\_\_\_  
David W. McCary,  
Assistant City Manager

11/7/2022  
Date

Approved:  Yes  No

  
\_\_\_\_\_  
Erik Walsh,  
City Manager

11/10/22  
Date

Approved:  Yes  No

City of San Antonio  
Solid Waste Management Department  
Certification Pay Policy

**I. PURPOSE:**

The purpose of this policy is to outline guidelines and requirements related to certification pay as it pertains to the Solid Waste Management Department (SWM).

**II. DEFINITIONS:**

- a. **Base Requirement**—the education, experience, certification(s), and license(s) required to meet the minimum requirements of the job classification.
- b. **Initial Probationary Period**—satisfactory completion of six (6) months of actual service following date of hire.
- c. **Job Classification**— The official job title established within the City's pay plan.

**III. ELIGIBILITY CRITERIA:**

- a. Must be a full-time, active SWM employee occupying one of the job classifications listed in Attachment A.
- b. Must have completed initial probationary period and meet base requirements.
- c. Must submit all required documentation as described in this policy.
- d. Must maintain active status for an approved certification, pursuant to Attachment A.
- e. Employees are only eligible for certification pay while occupying a position approved for certification pay. Any personnel action resulting in a change in position where certification pay is not approved (e.g., a promotion, lateral transfer, demotion, reclassification, etc.) will result in the discontinuation of certification pay.
- f. Additional criteria for CDL Third Party Skills Test Program - Examiner Certification:
  - Participation will be limited to four (4) positions and will be offered to staff within eligible classifications in order of tenure. If the employee declines the opportunity via the Participation Confirmation Form (Attachment E), the next tenured person in the targeted positions will be extended the same opportunity.
  - Must perform a minimum of ten (10) CDL Third Party Skills Testing exams annually.
- g. Additional criteria for having a Texas Commercial Driver License with a Hazardous Materials Endorsement:
  - Participation will be limited to five (5) positions and will be offered to staff within eligible classifications in order of tenure. If the employee declines the opportunity via the Participation Confirmation Form (Attachment E), the next tenured person in the targeted positions will be extended the same opportunity.
  - Must be assigned to drive the fuel trucks, as needed.
- h. Additional criteria for Official Vehicle Inspector certification:
  - Participation will be limited to five (5) positions per fleet shop location, for a total of twenty-five (25) positions. It will be offered to staff within eligible classifications in order of tenure. If the employee declines the opportunity via the Participation Confirmation Form (Attachment E), the next tenured person in the targeted positions will be extended the same opportunity.

**IV. CERTIFICATION PAY:**

- a. Employees obtaining a certification in compliance with this policy will receive a monthly incentive in accordance with Attachment A, up to a maximum of \$200.

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- b. Certification pay will only commence after the approved "Certification Pay Request Form" (Attachment B) has been received by the Employee Relations Business Partner.
- c. Proof of renewal is required prior to expiration of certification pay to prevent a lapse in payment.
- d. Certification pay will not be retroactive.

**V. REIMBURSEMENT OF EXAM AND CERTIFICATION FEES:**

- a. Certification fees are not reimbursed to applicants who have obtained certification prior to employment in the position.
- b. Reimbursement for fees related to training courses, exams, and certification attainment/renewal must seek pre-approval from their supervisor. The SWM Director or designee has the authority to approve/deny what courses can be taken for continuing education credits.
- c. In order to be eligible for reimbursement of fees, employees must submit the "Certification Fee Reimbursement Form" (see Attachment C) along with receipt(s) and proof of completion to their supervisor.
- d. Exam fees, certification attainment/renewal fees, and the cost for continuing education credits required to maintain certification will be reimbursed at 100% of cost.
- e. If proof of certification is not in evidence, the employee will have the opportunity to continue to obtain the certification at the employee's own expense.

**VI. RESPONSIBILITIES:**

**Employee**

- a. Eligible employees are responsible for reviewing this policy and signing the "Employee Acknowledgment Form" (Attachment A).
- b. All participation required to obtain certification (i.e., training, studying, test taking, etc.) shall be performed on the employee's own time and will not be compensated by SWM or the City of San Antonio.
- c. Employees are responsible for the completion of the "Certification Pay Request Form" (see Attachment B) for initial and/or renewal of certification pay in accordance with this policy.
- d. Employees are responsible for completion of the "Certification Fee Reimbursement Form" (see Attachment C) for reimbursement of fees related to training courses, exams, and certification attainment/renewal.
- e. Employees are responsible for meeting the minimum requirements of the position they occupy. Failure to do so will result in separation of employment.

**Department**

- a. SWM supervisors are responsible for communicating this policy to all incumbents in the eligible job classifications upon hire and on an annual basis.
- b. SWM supervisors will collect and forward the "Employee Acknowledgment Forms" (Attachment A), "Certification Pay Request Forms" (Attachment B), and "Certification Fee Reimbursement Forms" (Attachment C) to the Employee Relations Business Partner with a copy of the certification and supplemental documentation.
- c. SWM supervisors will collect and forward the "Certification Fee Reimbursement Forms" (Attachment C) to SWM's Department Fiscal Administrator to be processed.

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- d. SWM supervisors are responsible for ensuring that certification pay requests comply with this policy.
- e. In the event an employee becomes ineligible for their certification, the employee's supervisor will notify the Employee Relations Business Partner to discontinue certification pay.
- f. SWM supervisors will communicate to employees the status of their certification pay, including discontinuation.
- g. SWM supervisors will maintain and monitor records of all individuals who receive certification pay.

**Human Resources**

- a. The Employee Relations Business Partner is responsible for reviewing all certification pay requests and required documentation to ensure compliance with this policy.
- b. The Employee Relations Business Partner is responsible for ensuring the certification information is input and/or updated in the payroll system in a timely manner and that a copy of the applicable forms and certificates are filed in employees' personnel files.

This SWM Certification Pay Policy supersedes all previous departmental standard operating procedures, correspondence, and/or guidelines on this subject. All changes to this policy require City Manager's approval in coordination with the Human Resources Department. Continuation of this certification pay policy is contingent upon annual budget approval. Information and/or clarification regarding this policy may be obtained by contacting the assigned Employee Relations Business Partner.

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Erik Walsh  
City Manager

Date

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Solid Waste Management Department  
Certification Pay Policy  
Attachment A

Eligible Job Classifications, Certifications, and Stipend Amounts

Job Classification(s)	Certifications	Pay
Heavy Equipment Stock Clerk (2418)	Medium-Heavy Truck Parts Specialist (P1) <sup>1</sup>	\$10
	Automobile Parts Specialist (P2) <sup>1</sup>	\$10
Heavy Equipment Service Advisor (2343)	Automobile Service Consultant (C1) <sup>1</sup>	\$10
Heavy Equipment Mechanic I (2346) Heavy Equipment Mechanic II (2347) Heavy Equipment Mechanic III (2348)	Diesel Engines (T2) <sup>1</sup>	\$10
	Drive Train (T3) <sup>1</sup>	\$10
	Brakes (T4) <sup>1</sup>	\$10
	Suspension & Steering (T5) <sup>1</sup>	\$10
	Electrical/ Electronic Systems (T6) <sup>1</sup>	\$10
	Heating, Ventilation & Air Conditioning (T7) <sup>1</sup>	\$10
	Preventive Maintenance Inspection (T8) <sup>1</sup> (Master Medium-Heavy Truck Technician Status)	\$150
	Engine Repair (A1) <sup>1</sup>	\$10
	Automatic Transmission/Transaxle (A2) <sup>1</sup>	\$10
	Manual Drive Train & Axles (A3) <sup>1</sup>	\$10
	Suspension & Steering (A4) <sup>1</sup>	\$10
	Brakes (A5) <sup>1</sup>	\$10
	Electrical/Electronic Systems (A6) <sup>1</sup>	\$10
	Heating & Air Conditioning (A7) <sup>1</sup>	\$10
	Engine Performance (A8) <sup>1</sup> (Master Automobile Technician Status)	\$100
	Transit Bus (H1) <sup>1</sup>	\$10
Advanced Engine Performance Specialist (L1) <sup>1</sup>	\$20	
Electronic Diesel Engine Diagnosis Specialist (L2) <sup>1</sup>	\$20	
Official Vehicle Inspector <sup>2</sup>	\$10	
Solid Waste Collection Route Supervisor (7280)	CDL Third Party Skills Test Program Examiner <sup>2</sup>	\$200
Solid Waste Sr. Equipment Operators (2392)	Texas Commercial Driver License with a Hazardous Materials Endorsement <sup>2</sup>	\$50

1. Certification issued by the National Institute for Automotive Service Excellence

2. Certification issued by the State of Texas Department of Public Safety

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Attachment B

EMPLOYEE ACKNOWLEDGMENT FORM:

I acknowledge that I have read and understand the provisions presented in the SWM Certification Pay Policy.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SAP Number: \_\_\_\_\_

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CERTIFICATION PAY REQUEST FORM:

Please review and complete this form and submit to your supervisor.

Employee Name: \_\_\_\_\_

SAP Number: \_\_\_\_\_

Job Title: \_\_\_\_\_

Work Location: \_\_\_\_\_

Business Phone Number: \_\_\_\_\_

Supervisor's Name and Job Title: \_\_\_\_\_

Supervisor's Phone Number: \_\_\_\_\_

Name of Certificate: \_\_\_\_\_

Certifying Agency's Name: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

I have read and understand the SWM Certification Pay Policy. I have included with this request my certification. The information I provided in this application is true to the best of my knowledge.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Approved  Yes  No

Received by ERBP: \_\_\_\_\_ Date: \_\_\_\_\_ Eligible:  Yes  No

Processed by HRS: \_\_\_\_\_ Date: \_\_\_\_\_

Date Uploaded to Personnel File: \_\_\_\_\_

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CERTIFICATION FEE REIMBURSEMENT FORM

Please review and complete this form and submit to your supervisor.

- 1) Employee Name: \_\_\_\_\_
- 2) SAP Number: \_\_\_\_\_
- 3) Job Title: \_\_\_\_\_
- 4) Work Location: \_\_\_\_\_
- 5) Business Phone Number: \_\_\_\_\_
- 6) Supervisor's Name and Job Title: \_\_\_\_\_
- 7) Supervisor's Phone Number: \_\_\_\_\_
- 8) Name of Certificate: \_\_\_\_\_
- 9) Certifying Agency's Name: \_\_\_\_\_
- 10) Expiration Date: \_\_\_\_\_
- 11) Amount and Description of Fee(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee's Agreement:

I have read and understand the SWM Certification Pay Policy. I have included with this request a copy of my receipt of payment for certification fee(s). The information I provided in this application is true to the best of my knowledge.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Approved  Yes  No

DFA Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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PARTICIPATION CONFIRMATION FORM

Please review and complete this form and submit to your supervisor.

Employee Name: \_\_\_\_\_ SAP Number: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date of Hire: \_\_\_\_\_

Work Location: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Supervisor's Phone Number: \_\_\_\_\_

Certification Title: \_\_\_\_\_

PARTICIPATION CONFIRMATION:  
(Please indicate your interest in participation below)

ACCEPTANCE:

I acknowledge that I **ACCEPT** the opportunity to participate in the Certification Pay Program.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

DECLINATION:

I acknowledge that I **DECLINE** the opportunity to participate in the Certification Pay Program.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Building and Equipment Services Department  
 Certification Pay Cost Estimate

Job Classification(s)	Certifications	Pay Per Cert	# Eligible Positions	Max Monthly Cert Pay per eligible position	Cert Pay Monthly Total	Cert Pay Annual Total	Cert Pay Annual Cost with Benefits
Heavy Equipment Mechanic I (2346) Heavy Equipment Mechanic II (2347) Heavy Equipment Mechanic III (2348)	Official Vehicle Inspector	\$10	25	\$10.00	\$250.00	\$3,000.00	\$3,603.00
Solid Waste Collection Route Supervisor (7280)	CDL Third Party Skills Test Program Examiner	\$200	4	\$200.00	\$800.00	\$9,600.00	\$11,529.60
Solid Waste Sr. Equipment Operators (2392)	Texas Commercial Driver License with a Hazardous Materials Endorsement	\$50	5	\$50.00	\$250.00	\$3,000.00	\$3,603.00
Total Cost with Benefits for Full Participation							\$18,735.60

*Certification issued by the State of Texas Department of Public Safety*

Building and Equipment Services Department  
Certification Pay Cost Estimate

Job Classification(s)	Certifications	Pay Per Cert	# Eligible Positions	Max Monthly Cert Pay per eligible position	Cert Pay Monthly Total	Cert Pay Annual Total	Cert Pay Annual Cost with Benefits
Heavy Equipment Stock Clerk (2418)	Medium-Heavy Truck Parts Specialist (P1) <sup>1</sup>	\$10	10	\$10.00	\$100.00	\$1,200.00	\$1,441.20
	Automobile Parts Specialist (P2) <sup>1</sup>	\$10					
Heavy Equipment Service Advisor (2343)	Automobile Service Consultant (C1) <sup>1</sup>	\$10	4	\$10.00	\$40.00	\$480.00	\$576.48
Heavy Equipment Mechanic I (2346) Heavy Equipment Mechanic II (2347) Heavy Equipment Mechanic III (2348)	Diesel Engines (T2) <sup>1</sup>	\$10	70	\$150.00	\$10,500.00	\$126,000.00	\$151,326.00
	Drive Train (T3) <sup>1</sup>	\$10					
	Brakes (T4) <sup>1</sup>	\$10					
	Suspension & Steering (T5) <sup>1</sup>	\$10					
	Electrical/ Electronic Systems (T6) <sup>1</sup>	\$10					
	Heating, Ventilation & Air Conditioning (T7) <sup>1</sup>	\$10					
	Preventive Maintenance Inspection (T8) <sup>1</sup> (Master Medium-Heavy Truck Technician Status)	\$150					
	Engine Repair (A1) <sup>1</sup>	\$10					
	Automatic Transmission/Transaxle (A2) <sup>1</sup>	\$10					
	Manual Drive Train & Axles (A3) <sup>1</sup>	\$10					
	Suspension & Steering (A4) <sup>1</sup>	\$10					
	Brakes (A5) <sup>1</sup>	\$10					
	Electrical/Electronic Systems (A6) <sup>1</sup>	\$10					
	Heating & Air Conditioning (A7) <sup>1</sup>	\$10					
	Engine Performance (A8) <sup>1</sup> (Master Automobile Technician Status)	\$100					
	Transit Bus (H1) <sup>1</sup>	\$10					
	Advanced Engine Performance Specialist (L1) <sup>1</sup>	\$20					
Electronic Diesel Engine Diagnosis Specialist (L2) <sup>1</sup>	\$20						
Heavy Equipment Mechanic I (2346) Heavy Equipment Mechanic II (2347) Heavy Equipment Mechanic III (2348)	Official Vehicle Inspector <sup>2</sup>	\$10	25	\$10.00	\$250.00	\$3,000.00	\$3,603.00
Solid Waste Collection Route Supervisor (7280)	CDL Third Party Skills Test Program Examiner <sup>2</sup>	\$200	4	\$200.00	\$800.00	\$9,600.00	\$11,529.60
Solid Waste Sr. Equipment Operators (2392)	Texas Commercial Driver License with a Hazardous Materials Endorsement <sup>2</sup>	\$50	5	\$50.00	\$250.00	\$3,000.00	\$3,603.00

1. Certification issued by the National Institute for Automotive Service Excellence  
2. Certification issued by the State of Texas Department of Public Safety  
3. Certification issued by an EPA approved program

Total Cost with Benefits for Full Participation      \$172,079.28