

TOWN OF SUNSET BEACH

TOWN COUNCIL AGENDA ITEMS

MEETING DATE: August 29, 2011

AGENDA ITEM NUMBER:

SUBJECT: Pay Adjustments for Certifications

SUMMARY OF INFORMATION:

We discussed this briefly at the July work session. One question raised is, "Do all employees need to advance their knowledge with certifications?" Probably not, but we should encourage them to do so because it makes them more knowledgeable and qualified employees which accrues to the benefit of the Town and its citizens. Also, if we reward those for whom it is necessary to get certified with an increase, shouldn't we reward those who get certified even though it's not necessary?

As an example, in building inspections some certifications are required for the inspectors to do the jobs we hired them to do. But other certifications are just encouraged because the department head has thought about the future, and decided that it would be a good idea to have his other personnel be certified. That is because someone could become hospitalized or resign, and if the Town relies on just the one person being certified for the particular appropriate level, then the Town would be faced with having to contract with someone to get the work done. On the other hand, if the department had back-up personnel also certified, then the Town doesn't miss a step and can proceed with the work, and also in the meantime has an employee with better qualifications performing the work. Also for example, in the case of public safety personnel, we may just want our police officers and fire fighters to have all the knowledge and qualifications that they can get because, after all, that should make them better employees.

In recent years the only certifications awarded a pay increase have been in building inspections where new personnel had to get training and certification in order to do the work the Chief Building Official needed them to do. In the years 2008 and 2009 the average yearly cost of pay increases attributable to certifications in building inspections was \$3,800. The newly-hired police officers in a future year may become eligible for a 2.5% increase based on getting Advanced Law Enforcement certification. If fire fighters who get water rescue certification are granted 2.5% increases, then that would possibly bring a future year or two certification costs to that average of about \$4,000. There will be years when no employee gets a certification and years when one employee gets a certification which would be a cost of \$1100 or \$1200. As a percentage of the annual budget, \$3,800 is less than one-tenth of one percent. Currently I have two requests for certification increases before me; one is for a police officer who received his Advanced Law Enforcement Certification, and the other is for a firefighter who received certification as Fire Instructor Level I which required 64 hours of instruction and passing a practical and written test.

TOWN ADMINISTRATOR'S RECOMMENDATIONS OR COMMENTS:

TOWN ADM: (x) DEPT. HEAD ()