

Section 18. Salary Adjustments for Certifications

If an employee receives a job-related certification of a substantial nature involving relatively intense instruction, the employee may be eligible for a 2.5% salary increase, contingent on funds availability. For example, certification as an EMT, Firefighter Level II or III, Advanced Law Enforcement, Zoning Officer, or additional building inspector certifications would qualify as they all enhance substantially the employee's job skills. On the other hand, receiving a certificate for attending a one to three day workshop or seminar in customer relations would not qualify. The latter may help the person do his/her job but does not involve the same long-term instruction nor rigorous testing that is involved in the other certifications.

All such certification increases are subject to approval by the Town Administrator and must be sought in advance of pursuance of the certification. The department head should plan and anticipate all of the employee certifications likely in the budget year ahead, and make them part of his department budget request during the budget process so as to ensure funds availability.