

	<b>CITY OF DECATUR PERSONNEL POLICY</b>		
<b>Chapter 03</b>	<b>Compensation</b>		
<b>Section 11</b>	<b>Certification Pay</b>		
<b>Revised By:</b>	<b>Nate Mara, City Manager</b>	<b>Revised Date:</b>	<b>October 27, 2025</b>
<b>Approved By:</b>	<b>City Council</b>	<b>Effective Date:</b>	<b>January 1, 2026</b>

**03.11 Certification Pay**

In addition to regular pay, certification pay is available to all certified employees as authorized by the City Council. An employee eligible for certification should be paid only for the highest level of certification and education required beyond the hiring qualifications for their assigned position.

The amount paid will be for the highest level of certification earned, not cumulative. An employee assigned responsibilities to more than one department will receive the highest level of certification pay according to their work assignment. All employee responsibilities and required certifications are listed in the job description. Certification pay is paid annually on the date of the first pay period in November.

Qualifying certifications are as follows:

**CITY SECRETARY CERTIFICATION PAY**

License	Amount	Pay Frequency
TMCA- Texas Registered Municipal Clerk	\$ 75 per month	Annually
CMC- Certified Municipal Clerk	\$ 75 per month	Annually
Certified Records Manager	\$ 75 per month	Annually
MMC- Master Municipal Clerk	\$ 100 per month	Annually
Certified Administrative Professional	\$ 100 per month	Annually
Certified Public Manager	\$ 100 per month	Annually

**CONFERENCE CENTER CERTIFICATION PAY**

Certification/ License	Amount	Pay Frequency
Food Handler	\$ 25 per month	Annually
Food Manager	\$ 50 per month	Annually

**FIRE CERTIFICATION PAY**

<b>Certification</b>	<b>Amount</b>	<b>Pay Frequency</b>
Intermediate Structure Firefighter	\$ 50 per month	Annually
Advanced Structure Firefighter	\$ 75 per month	Annually
Master Structure Firefighter	\$ 100 per month	Annually

**HUMAN RESOURCES**

<b>Certification</b>	<b>Amount</b>	<b>Pay Frequency</b>
Certified Human Resources Professional	\$ 100 per month	Annually

**INFORMATION TECHNOLOGY**

<b>Certification/ License</b>	<b>Amount</b>	<b>Pay Frequency</b>
Comp TIA A+ Certification	\$ 25 per month	Annually
Comp TIA Security	\$ 25 per month	Annually
Comp TIA Network + Level I	\$ 25 per month	Annually
CEH – CEH - Certified Ethical Hacker	\$ 50 per month	Annually
CEH – Certified Network Defender	\$ 50 per month	Annually
CEH – Certified Network Defense Architect Level II	\$ 50 per month	Annually
SonicWALL Security Administrator	\$ 75 per month	Annually
Net Motion Administrator Level III	\$ 75 per month	Annually
Microsoft Certified Professional	\$ 100 per month	Annually
Microsoft Certified System Engineer Senior Level IV	\$ 100 per month	Annually

**INSPECTIONS CERTIFICATION PAY**

<b>Certification/ License</b>	<b>Amount</b>	<b>Pay Frequency</b>
Customer Service Inspector	\$ 50 per month	Annually
State Plumbing Inspector	\$ 75 per month	Annually
Mechanical Code Specialist Certification	\$ 75 per month	Annually
Electrical Code Specialist Certification/ State Electrical License	\$ 75 per month	Annually
Plumbing Code Specialist Certification	\$ 75 per month	Annually
Combination Building Official Energy Certification	\$ 75 per month	Annually
Code Enforcement Certification	\$ 75 per month	Annually
Permit Technician Certification	\$ 75 per month	Annually
Chief Building Official Certification	\$ 100 per month	Annually

**MAIN STREET CERTIFICATION PAY**

<b>Certification</b>	<b>Amount</b>	<b>Pay Frequency</b>
Certified Main Street Manager	\$100 per month	Annually

**MUNICIPAL COURT CERTIFICATION PAY**

<b>Certification</b>	<b>Amount</b>	<b>Pay Frequency</b>
Certified Municipal Court Clerk Level I	\$ 25 per month	Annually
Certified Municipal Court Clerk Level II	\$ 50 per month	Annually
Certified Municipal Court Clerk Level III	\$ 75 per month	Annually

**PLANNING CERTIFICATION PAY**

<b>Certification/ License</b>	<b>Amount</b>	<b>Pay Frequency</b>
Geographic Information Systems Professional (GISP)	\$ 75 per month	Annually
Planner Certification	\$ 100 per month	Annually

**POLICE CERTIFICATION PAY**

<b>Certification/ License</b>	<b>Amount</b>	<b>Pay Frequency</b>
Intermediate Peace Officer/Intermediate Tele communicator Certificate	\$ 50 per month	Annually
Advanced Peace Officer/Advanced Tele communicator Certificate	\$ 75 per month	Annually
Master Peace Officer/Master Tele communicator Certificate	\$ 100 per month	Annually

**PUBLIC WORKS CERTIFICATION PAY**

**Admin Certification Pay**

<b>Certification/ License</b>	<b>Amount</b>	<b>Pay Frequency</b>
Texas Certified Contract Developer	\$ 50 per month	Annually

**Parks Certification Pay**

<b>Certification/ License</b>	<b>Amount</b>	<b>Pay Frequency</b>
Certified Pool Operator	\$ 50 per month	Annually
Pesticide License	\$ 100 per month	Annually
Irrigation License	\$ 100 per month	Annually

**Streets Maintenance Certification Pay**

<b>Certification/ License</b>	<b>Amount</b>	<b>Pay Frequency</b>
Class A CDL	\$ 100 per month	Annually
Class B CDL	\$ 75 per month	Annually

**Waterworks Certification Pay**

<b>Certification/ License</b>	<b>Amount</b>	<b>Pay Frequency</b>
Class A	\$ 100 per month	Annually
Class B	\$ 75 per month	Annually
Class C	\$ 50 per month	Annually
Class A CDL	\$ 100 per month	Annually
Class B CDL	\$ 75 per month	Annually

**Wastewater Treatment Certification Pay**

<b>Certification/ License</b>	<b>Amount</b>	<b>Pay Frequency</b>
Class A	\$ 100 per month	Annually
Class B	\$ 75 per month	Annually
Class C	\$ 50 per month	Annually
Class A CDL	\$ 100 per month	Annually
Class B CDL	\$ 75 per month	Annually

**Utility Maintenance Certification Pay**

<b>Certification/ License</b>	<b>Amount</b>	<b>Pay Frequency</b>
Class A	\$ 100 per month	Annually
Class B	\$ 75 per month	Annually
Class C	\$ 50 per month	Annually
Class III	\$ 100 per month	Annually
Class II	\$ 75 per month	Annually
Class I	\$ 50 per month	Annually
Class A CDL	\$ 100 per month	Annually
Class B CDL	\$ 75 per month	Annually