

**POLICY AND PROCEDURE**  
**UNION PUBLIC UTILITY DISTRICT**

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DATE REVISED: 06/26/2024	MANUAL	POLICY NO. 2004
APPROVED BY: Board of Directors	POLICY TITLE <b>Bonuses &amp; Certificate Pay</b>	Page 1-2

**PURPOSE OF POLICY**

The purpose of the policy is to incentivize and support employees in obtaining relevant certifications that enhance their skills and abilities in their current roles within the Union Public Utility District. This not only benefits the individual employees by adding to their professional credentials but also contributes to the overall effectiveness and efficiency of the district's operations in water treatment, distribution, and related services. The one-time payments serve as a recognition and reward for employees' efforts in advancing their knowledge and expertise in areas directly relevant to their work responsibilities.

~~2004.1~~ Upon receiving certification, the following bonuses apply.

~~2004.2~~ Water Treatment Certification Bonus

TI — \$250

TII — \$500

TIII — \$1,000

~~2004.3~~ Distribution Certification Bonus:

DI \$250

DII \$500

DIII \$1,000

**2004.1** The Union Public Utility District will provide a one-time payment of \$500 for each Water Treatment or Water Distribution Certification acquired by an employee while actively employed:

1. Water Treatment Certification: TI, TII, TIII
2. Distribution Certification: DI, DII, DIII

Additionally, the District will grant a one-time payment of \$500 for each of the following certifications:

3. Commercial driver's license (Class A or B)
4. Cross Connection Control
5. Backflow
6. Notary

**2004.2** Any other certifications pertinent to the employee's current role will also be considered for the one-time payment, pending prior written approval by the General Manager at their discretion.

**2004.3** Probationary employees are not eligible to receive certification bonuses or certification pay until they complete the initial Union Public Utility District probationary period and satisfy the current job specification certification for new employees.

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**2004.4:** Certificate Pay - Employees who maintain and utilize a backflow or cross connection control certificate will receive an additional two percent (2%) of their base rate of pay. Employees who maintain and utilize a California Commercial Driver's License will receive an additional two percent (2%) of their base rate of pay. An employee cannot receive more than 4% combined certificate pay.

Under CalPERS California Code of Regulations (CCR Section 571 (a) and (b)) this compensation qualifies as special compensation under the category of Educational Pay. The District will report this special compensation to CalPERS per pay period, subject to CalPERS rules, regulations, and interpretations regarding special compensation. However, the District does not guarantee or warranty that CalPERS will include any payment in compensation earnable in the future.