WATER AND WASTEWATER OPERATOR

COMPENSATORY INCENTIVE FOR LICENSE ACQUISITION

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Revision Approved: Month Day, 2017

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On January 15, 2015 a newly developed job descriptions for the Title of Plant Operator I, II, III was approved for modification by the Civil Service Commission and approved by Commissioner's Court on January 26, 2015.

On May 22, 2017 a revision to this incentive policy was introduced to Commissioners Court to revise the method of allocating pay increases for the successful acquisition of higher levels (increased training and increased years of experience) of licensure as provided by the regulating agency, Texas Commission on Environmental Quality (TCEQ). This revision established the incentive pay to correlate with the transfer of the slot to a higher grade and step consistent with the $1.00 per hour incentive increase previously established.   Therefore, process of incentive pay is based on the Operator Levels of Operator I of Grade 12, Operator II of Grade 14, and Operator III of Grade 16. To maintain the incentive amount consistent the slot will be raised to the next step within the grade above, which maintains a minimum $1.00 per hour increase.

This modification of Plant Operator initiates an operator license requirement program that would train our employees at the highest level possible to establish accountability and professionalism in the operation of our Water and Sewer plants.

The adopted license program is that provided as a requirement under TCEQ license rules and regulations and is to accept any changes and modifications established in future program modifications.

This compensatory incentive is established upon employee successfully meeting all the requirements of the TCEQ operator license requirement and successfully testing and receiving the required license. In addition, if an employee does not maintain their license as required with continuing education and renewal requirements, this incentive in pay and/or stipend is to be eliminated and the employee demoted to prior operator status.

Only required licensure for the operation of the Plants within the Water and Wastewater system is valid for such incentive pay.

Below are the incentive pay to be used in employee pay rates.

TCEQ Operator License	Title	Employee Incentive	Pay Incentive
Class D (Entry)	Operator I	Maintain Employment	None

Class C (2 Years)	Operator II	N/A	~~$0.00 / Hour~~ Reclassification to **Grade 14** **Step** based on minimum $1.00 /Hr. increase
Class B (5 Years)	Operator III	N/A	~~$0.00 / Hour~~ Reclassification to **Grade 16** **Step** based on minimum $1.00 /Hr. increase

Dual Certification:

There is a benefit in employing personnel that have the operational capability to operate both the Water and Wastewater treatment plants; therefore, it has been approved that any operational personnel that acquire their license to operator plants other than their current assignment, Webb County will provide a Pay Stipend in the amount $0.50 per hour when the employee has successfully acquired their additional license.

TCEQ Current License	Title	License Acquisition	Pay Stipend
Class C (Water)	Operator II	Class C (Wastewater)	$0.50 / Hour minimum
Class C (Wastewater)	Operator II	Class C (Water)	$0.50 / Hour minimum
Class B (Water)	Operator III	Class C (Wastewater)	$0.50 / Hour minimum
Class B (Wastewater)	Operator III	Class C (Water)	$0.50 / Hour minimum
Class B (Water)	Operator III	Class B (Water)	$0.50 / Hour minimum
Class B (Wastewater)	Operator III	Class B (Wastewater)	$0.50 / Hour minimum

Timeline for Compensation:

Webb County will provide for salary adjustments at two (2) periods within the fiscal year. Date of Issue of the license as provided by TCEQ will determine when the incentive and/or stipend takes place. Acquisition of license between October 1st and March 31st will allocate incentive and adjust employee rate on April 1st of each year. And acquisition of license between April 1st and September 31st will allocate incentive and adjust employee rate on October 1st of each year.