



# **UPSHUR COUNTY**

## **Certification Pay Policy**

Effective October 1, 2025

### **Purpose**

Upshur County believes that eligible employees who receive certifications and licenses that directly relate to their job provide value to the County through the additional training required. As a result, the County has created a framework that creates an economic incentive for employees to acquire such certifications and licenses.

### **Definitions**

Approved certifications and licenses- those certifications identified in Section VI of this Policy.

Certification pay- means the additional annual compensation paid to eligible employees pursuant to this policy.

Eligible employee- any employee who obtains an approved certification that is not a requirement of their job description and is employed within a department with approved certifications and funding for certification pay.

- I. Departmental Fiscal Year Budget for Certification Pay
  - A. The budget for certification pay in each department will be set at the beginning of each fiscal year at an amount equal to the total certification compensation for employees who have obtained approved certifications and licenses as defined in Section VI of this Policy as of September 30 of the prior fiscal year.
  - B. Individual Departments shall not exceed budgeted funds for certification pay.
- II. Payment of Incentive Compensation
  - A. Eligible employees who hold approved certifications and licenses as of the last day of the prior fiscal year (September 30) shall be paid the incentive compensation on a pro rata basis each pay period beginning the first day of the new fiscal year (October 1).
  - B. Eligible employees who attain their approved certifications and licenses within the new fiscal year (on or after October 1) and employees hired on or after October 1 will be eligible to receive certification pay in the new fiscal year only if there are sufficient budgeted funds available for certification pay. If budgeted funds are not available these employees will receive certification pay when funds become available or on the first day of the subsequent fiscal year, whichever is earliest.

- C. Available funding for certification pay will be allocated to the next eligible employee based on date of hire.
- D. An exception to items B. and C. is allowed for temporary full-time employees who are fully funded by a federal or state grant and are not funded by the County's General Fund. Temporary full-time employees that are fully funded by a federal or state grant and hold approved certifications and licenses may begin to receive certification pay at the time of hire.

III. Nature of Incentive Compensation

- A. Incentive compensation is a compensation supplement that belongs to the eligible employee. Under no circumstances shall incentive compensation become part of the base pay of an eligible position.
- B. The County Treasurer shall maintain a copy of any and all approved certifications and licenses supporting the incentive compensation which shall be placed in each eligible individual's personnel file after appropriate redaction (if necessary).

IV. Maximum Amount of Incentive Compensation

No eligible employee shall receive more than the annual amount for the single highest certification plus any endorsements (as defined in Section VII) within their department regardless of the number of approved certifications and licenses held by the eligible individual.

V. Other Certifications

From time to time and when appropriate, the Upshur County Commissioners Court may approve additional certifications and licenses for inclusion in the approved certifications and licenses category. For each certification and license so recommended by the Department Head, the Commissioners Court shall approve an appropriate amount of incentive compensation taking into account the number of hours necessary to attain the certification and/or license, the value of the certification and/or license from the perspective of county government and the taxpayers, and the current incentive compensation paid for comparable approved certifications and licenses, if any.

VI. Obligations of Eligible Employees

- A. An eligible employee is obligated to timely notify their Department Head and the Upshur County Treasurer of an artificial lapse of any approved certifications and licenses that are the basis of the employee's incentive compensation. Certification pay shall be terminated at the time the certification has lapsed and will remain terminated until the certification is reinstated.
- B. It is the responsibility of the employee to promptly notify the Department Head of any newly acquired certifications.

## VII. Approved Certifications and Licenses

The certifications and licenses listed in the below table are deemed by the county to be job relevant certifications but are not identified as an essential job requirement for a specific position. Employees will be entitled to the incentive compensation upon presenting to the Upshur County Treasurer definitive proof of attainment of the approved certifications and as set forth under Section I of this policy.

Certifications and Licenses	Amount of Incentive Compensation (annual)
Master Peace Officer	\$ 2,700
Advanced Peace Officer	\$ 1,800
Intermediate Peace Officer	\$ 900
Master Jailer	\$ 2,700
Advanced Jailer	\$ 1,800
Intermediate Jailer	\$ 900
Master Telecommunications	\$ 2,700
Advanced Telecommunications	\$ 1,800
Interm. Telecommunications	\$ 900
CDL-A	\$ 2,400
CDL-B	\$ 1,200
CDL HazMat	\$ 1,200
Motorgrader- limited to eight positions	\$ 2,400
Reclaimer-limited to 2 positions	\$ 2,400
Treemaster- limited to two positions	\$ 2,400
Jail Certified & Working Inmates-limited to two positions	\$ 1,200

This policy is an addendum to, and does not supersede, any policies set out in the Upshur County Employee Handbook.

ADOPTED THIS 30 DAY OF SEPT, 2025

  
County Judge


  
Commissioner Pct. 1

  
Commissioner Pct. 3

  
Commissioner Pct. 2

  
Commissioner Pct. 4

Witnessed and Attested By:

  
County Clerk