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POLICY #: 310

SECTION: Benefits

SUBJECT: *SPECIALTY PAY*

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#### POLICY

It is the policy of the Napa Sanitation District to provide employee's compensation for various skills that are beyond the scope of the employee's Job Specification Sheet. The following items are eligible for compensation.

- Bilingual Pay
- Possession of a Class A Driver's License
- Possession of specific certifications

#### PURPOSE

To ensure the District has well round and qualified staff.

#### PROCEDURE

The District shall provide employees additional compensation if they meet the criteria listed below. Additional compensation shall be limited to a maximum of two (2) of the additional differentials listed. If an additional pay differential is list as a minimum qualification of the employee's job classification, the employee shall not be eligible for the additional compensation listed below.

#### **Bilingual Pay**

The General Manager shall designate which language(s) are desirable for employees to know, other than English, and whether skills in that language shall be compensated under this policy. The employee must be in a position approved by the General Manager to receive bilingual pay. The General Manager retains the sole right to determine the number of eligible position for bilingual pay and who shall be placed in those positions. Eligible employees are appointed for a period of 4 years. Employees can be reappointed by the General Manager. An employee may receive additional compensation for Level I or Level II, but not both.

- Level I
  - An employee must be able to speak the designated language. The ability to speak the designated language will be determined by a test given by an outside provider.
  - A qualifying employee shall receive additional compensation of \$50.00 per month

- Level II
  - To be eligible for Level II, the employee must be able to speak, read, and write the designated language. The employee's ability to speak, read, and write the designate language will be determine by test(s) given by an outside provider.
  - A qualifying employee shall receive additional compensation of \$100.00 per month.

**Class A Driver's License**

An employee who possesses a Class A California Driver's License will be eligible for a differential of \$100.00 per month as follows:

- The District shall develop a list of eligible employees who volunteer to utilize their Class A Driver's License for District operations.
- The General Manager shall selected individuals from the list of volunteers.
- The District retains the sole right to determine the number of eligible positions and who shall be placed in those positions. It is expected that, when this policy is first implemented, there will be four eligible positions in the Collections Department and one eligible position in the Reclamation Department.
- If the number of volunteers exceeds the available positions the District shall place eligible employees on a waiting list.
- Eligible employees shall be selected for a 4 year period, unless the employee transfers to another Department or Division.

**Over Certification Pay**

The District shall compensate employees who earn and maintain certifications beyond what is required as part of their Job Specification Sheet. Additional certificate compensation is limited to certificates related to the classification requirements. To be eligible for over certification pay an employee must possess and maintain the following certificate(s):

Classification	First Level of Eligibility	Second Level of Eligibility
Collection System Worker IT / I / II	Grade III	Grade IV
Operator OIT / I / II / III	Grade IV	Grade V
Equipment Maintenance Specialist I / II	Grade III	Grade IV
Laboratory Technician I / II	Grade III	Grade IV
As approved by General Manager	TBD	TBD

For certifications not specifically listed in the table above, the General Manager may approve the certification for additional compensation based on the following criteria:

- Certification must be related to skills or abilities that will provide benefit to the District.
- Certification must be related to work being performed by the employee, or the work of a promotional position for that employee.

- Certification must be competency-based, where the employee must pass a test administered or sponsored by a professional association, demonstrating competency in the skills and abilities.
- Certification must include continuing education requirements to maintain the certification.

Additional Compensation shall be as follows:

- First level of eligibility - \$25.00 per month
- Second level of eligibility - \$50.00 per month
- GM approved - up to \$50.00 per month