



Alamance County

Employee Professional Certification Policy

Effective Date: August 1, 2023

Purpose: Alamance County Government supports and values employees who receive additional certifications and licenses that directly relate to their position with the County. Advanced certifications are a professional accomplishment as well as a personal achievement. As a result, the County desires to reward and recognize employees who acquire advanced certifications and licenses that will allow them to provide an enhanced level of service to the Alamance County community.

Definition:

Professional Certification – a degree, credential, or certificate awarded by a professional organization that recognizes a working professional who has completed an assessment that evaluated the professional’s ability to perform specific job functions or duties of significance.

Policy: A full-time (budgeted at 40 hours or more per week) employee of Alamance County Government may be eligible to receive up to a 3% salary increase per advanced certification obtained, if the following conditions are met:

- For a Professional Certification program to be eligible, the certification must be obtained as a result of passing an examination or completing a program of study administered by a nationally-recognized professional organization or educational institution.
- The certification obtained must be directly related to the employee’s primary job duties and responsibilities. Certifications, accreditations or degrees should further the employee’s ability to perform the duties and responsibilities of the employee’s position.
- The certification must result in the employee attaining expanded capabilities within the employee’s job classification, meaning the employee will be able to perform additional duties and responsibilities independently and achieve additional proficiency in performance.
- Each compensation increase can only be awarded during the fiscal year in which the Professional Certification was obtained.
- No increases will be awarded retroactively for certifications obtained prior to the adoption of this policy or in a previous fiscal year from which the increase is being requested.
- Re-certifications are not eligible for an increase.
- The requesting employee’s performance must be meeting expectations and no disciplinary process should be underway at the time the increase is being requested.
- Employees will not be eligible to receive more than two increases per fiscal year. Increases sought cannot result in an employee’s salary exceeding the maximum of the salary range.

- Employees may not be compensated twice for certifications that are otherwise recognized with a pay increase (stipend, bonus, career ladder, etc.).
- Certifications that are requirements of the employee's position are not covered by this policy.

Procedures:

- During the preparation of the budget each fiscal year, supervisors are to review the certification needs of their employees and budget for the increases accordingly.
- Department directors may submit requests and justifications for their employees' increases to the Human Resources Director for pre-approval of the requested Professional Certification program.
- Upon satisfactory completion of the Professional Certification, the employee must provide written acknowledgement of successful completion of the certification to his/her department director.
- The department director must then submit a request for pay increase to the Human Resources Director for approval by the County Manager. If approved, the salary increase shall become effective at the beginning of the next pay period. The request must include any official documentation of the certification received and an outline of the course curriculum.
- All awarded increases are at the discretion of the County Manager based on the availability of funds to support the requested increase in pay.