

Human Resources Bureau Increased Credentials Pay Policy

Overview

The increased credentials pay increase is a one-time increase to the employee's base pay due to an additional job-related or job-enhancing degree from an accredited college or university and/or job-related or job-enhancing professional certification and licensures from the appropriate entity. This incentivizes employees to receive increased credentials and aids the Department of Health and Human Services (Department) in rewarding employees for their additional degree and/or professional certification and licenses. Once the degree and/or professional certification and licensure have been obtained, the employee is required to provide documentation of the degree and/or certification and license. The employee's pay increase eligibility date is not affected by the increased credentials pay increase.

Criteria

To be eligible for the increased credentials pay increase, the employee must obtain a degree or professional certification and associated license, above and beyond the minimum requirements of the employee's classification. The degree and/or professional certification license must be job-related or job-enhancing. Final determinations regarding whether increased credentials pay is appropriate are made by the division administrator/director of the appropriate division and will consider relevancy of the degree and/or professional certification to the employee's role.

Eligibility

All permanent part-time and permanent full-time employees who have completed their probationary period are eligible for the increased credentials pay increase, if they meet the defined criteria and are approved.

Employees are **not** eligible for the increased credentials pay increase if:

- The employee is in a temporary position; or
- The employee does not have a current performance evaluation with an overall rating of "meets" or "exceeds" expectations; or
- The employee is at the maximum of the pay grade; or
- This policy applies only to the attainment of the first degree/certification at each level. For example, if an employee earns multiple bachelor's degrees, increased credentials compensation may be considered for only one of the bachelor's degrees; or
- If the degree/certification was previously utilized for an advanced appointment rate when hired, increased credentials compensation will not be awarded for the degree/certification; or
- If an employee is enrolled in a degree-seeking program and is granted a lower-level degree in the process, compensation will not be awarded for each degree individually. For example, if an employee is enrolled in a bachelor's degree program and, during the degree-seeking process, the institution or employee determines that an associate degree can be awarded based on credit hours, increased credentials compensation will not be awarded for the associate's degree, only for the degree being sought.

Amount and Method of Payment

Increased credential pay increases will not exceed the following percentages:

Degree, Professional Certification/License	Percent Increase	Degree, Professional Certification/License	Percent Increase
Bachelor	3%	Certified Public Manager (CPM)	2%
Masters	5%	Board Certified Behavioral Analysis (BCBA)	3%
Doctorate/JD	5%	Psychiatric Mental Health Nurse Practitioner (PMHNP)	5%
Other relevant degree or certification/license	2%	Master of Science in Nursing (MSN) GRC Only	10%
		Bachelor of Science in Nursing (BSN) GRC Only	10%

The increased credentials pay increase will be prorated for part-time employees.

Approval

Supervisors must obtain preapproval from their division administrator before requesting the increased credentials pay increase for their employee.

A [Special Pay/Appointment Action Form](#) is required to be completed by the supervisor and approved by the HHS HR Director and the Department of Administrative Services before the employee receiving the increased credentials pay increase. The degree and/or professional certification and license must accompany the Form.

Exceptions

Exceptions to this policy may be granted by the HHS HR Director. The Department must have the budget for increased credentials pay increases.

Document Retention

The Special Pay/Appointment Action Form and degree and/or certification and the license are required to be retained in the employee's official HR personnel file.

Policy Information			
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