



CITY OF CORPUS CHRISTI CITY AUDITOR'S OFFICE

TO: City Auditor's Office Employees
SUBJECT: Certification Incentive Program
DATE: July 22, 2025
CREATED BY: City Auditor's Office
APPROVED:

George Holland, City Auditor

Date

I. PURPOSE:

This policy outlines the requirements for eligible City Auditor's Office (CAO) employees who obtain certifications beyond the base requirements needed for their classification/position.

II. DEFINITIONS:

- a. Base requirements – certification(s), license(s), and/or successful completion of exam(s) required to meet the minimum requirements of the position.
- b. Additional certifications – certification(s), license(s), and/or successful completion of exam(s) eligible for certification incentive pay.
- c. Attachment A – List of eligible positions, base requirements, and additional certifications.
- d. Attachment B – Employee Acknowledgment Form for Certification Incentive Program.

III. ELIGIBILITY:

- a. Full-time, benefits-eligible City Auditor's Office employees in eligible positions who have completed their base requirements are eligible to receive certification pay according to Attachment A
- b. Certifications, licenses, or exams listed as base requirements are not eligible for certification pay.
- c. In order to receive the incentive pay for additional certifications, the employee must perform work related to their additional certification or exam as determined by their supervisor.

- d. Any personnel action that results in a change to a position not approved for certification pay (i.e., promotion, lateral transfer, demotion, reclassification, etc.) will result in termination of certification pay. **Note: If an employee accepts a new position within the department, additional certifications, as per Attachment A, may be required.**
- e. Newly hired employees with the required base and additional certifications must complete their 6-month probationary period in order to become eligible for this program.
- f. Failure to maintain base requirements will result in loss of certification pay and may result in disciplinary action up to and including separation of employment.

IV. CERTIFICATION INCENTIVES:

- a. Eligible employees completing additional certification(s) or exams as outlined in Attachment A are eligible to receive a single payment certification incentive pay according to the following:

A single payment due upon certification, which accounts for a negligible 0.2% of the current budget.

V. RESPONSIBILITIES:

Employee

- a. Employees are responsible for submitting all required documentation for all base requirements and additional certifications to their supervisor within 15 days of certification.
- b. Employees seeking incentive pay for additional certifications are required to complete an Acknowledgement Form (Attachment B) and submit the form to their supervisor.
- c. Employees are required to submit a Certification Pay Request Form (Attachment C) for all initial and renewed additional certifications to their supervisor.
- d. Failure to meet and maintain the base requirements may result in disciplinary action, including separation from employment.
- e. Employees who fail to resubmit the required documentation by the recertification date for additional certifications will not receive incentive pay until the appropriate documentation is submitted and approved.

City Auditor's Office

The CAO will monitor the renewal of base certifications and any additional certification(s) to ensure that certification pay is discontinued if an employee fails to renew their certification(s). The CAO will notify the employee of the cancellation of certification pay.

- a. CAO supervisors are responsible for ensuring employees maintain their base certifications.
- b. CAO supervisors are responsible for ensuring certification pay requests are eligible according to Attachment A.

- c. The City Auditor or Audit Manager will forward approved certification pay requests to Human Resources within 15 days of the notice of certification from the employee. A copy of the license, passing examination, or certificate will accompany the request form.
- d. Upon an employee's ineligibility due to a change in classification or inability to renew certification(s), the CAO will notify Human Resources of the change and the need to discontinue certification pay.
- e. The CAO shall maintain records of all individuals who receive certification pay. These records will be available to HR for inspection.
- f. An employee who received a rating of 1 (one) on their Annual Performance Evaluation or is placed on a Performance Improvement Plan (PIP) will have their incentive pay discontinued until such time that their Annual Performance Evaluation improves above one or their PIP has been discontinued due to improved performance.

Human Resources

- a. HR will process approved certification pay requests as outlined in Attachment A and will file a copy of the license, passing exam, or certificate.
- b. HR will ensure the appropriate certification pay is routed to payroll to be entered timely in Infor.

Finance

- a. Payroll will provide a report of the CAO staff receiving certification pay every month.
- b. Employee should be advanced at the next pay period after HR has forwarded the completed and approved certification pay.

The City of Corpus Christi has the exclusive right to alter, modify, and/or delete certification pay specifications at any time without notice. Continuation of the Certification Incentive Program for Additional Certifications is contingent upon annual budget approval. This Certification Incentive Program supersedes all previous departmental standard operating procedures, correspondence, and/or guidelines on this subject. Information and/or clarification regarding this policy may be obtained by contacting the City Auditor's Office.