



Administrative Policy – HR-0021 Name: Employee Incentive Payment Plan Policy	Corresponding Requirements: ISO Standard: 4.4.2
Compiled By: Renee Maiorano, Compensation Manager Human Resources	Revision #: 2 Revision Date: 8/1/2017
Approved By: Denise Matroni, Human Resources Director Signature:	Effective Date: 10/14/2015 Page 1 of 2

- 1.0 Purpose:** Cape Fear Public Utility Authority desires to encourage its employees to continue to grow professionally and to reach their full potential by obtaining additional knowledge and skill sets. All fulltime, non-probation employees, are eligible to participate in the Employee Incentive Payment Plan Policy, subject to the guidelines and criteria set forth below.
- 2.0 Policy:** This policy is intended to reward employee who obtain a license or certification not required for their present job, and which will enhance the employee’s potential for advancement to a position within CFPUA. Employees that qualify under this policy may receive an incentive payment based upon the type of license or certification successfully achieved.
- 3.0 Guidelines:** To be eligible for incentive payment under this policy, all applications must be preapproved by the respective department director and the HR Director prior to the employee securing the license or certification. A pre-approved list of eligible licenses and certifications (HRDOC-060.442) can be found on the Shared Drive.
- 3.1** Incentive payments may be granted under this policy as follows:
 - 3.1.1** A one-time payment of \$300, \$500, or \$700, depending on the level of the license or certification achieved.
 - 3.1.2** License and certification will be assigned respective levels under the eligible license and certification list based on the instruction/study time (documented) required to acquire the respective license or certification.
 - 3.1.2.1** Level 1: <or = to 40 hours receive \$300 payment,
 - 3.1.2.2** Level 2: 41<80 hours receive \$500 payment,
 - 3.1.2.3** Level 3: 80+ hours receive \$700
 - 3.2** Incentive payment request must be received in Human Resources department and approval granted prior to the employee obtaining the license or certification. An Approval Request form is found on the shared drive under HR/HR Docs & Forms, HRDOC-062.442).
 - 3.3** Employees may be eligible for only one (1) incentive payment per fiscal year. Credit does not transfer over to future fiscal years if more than one eligible criterion is achieved during any fiscal year. Training for license or certification is not cumulative for incentive payments.
(Amended 12/10/15)
 - 3.4** If the incentive payment is approved, the effective date of the payment will be will be at the beginning of the next fiscal year, regardless of the date when the license or certification was achieved in the previous fiscal year. If the employee is no longer employed on the effective date of the payment, no payment will be issued.
 - 3.5** Renewal of licenses, certifications, degrees, or any associated specialized training or continuing education classes for the purposes of renewal or maintaining licenses, certifications, certification or degrees do not qualify for payment under this policy. On-the-job training is not counted towards instruction/study time. *(Amended 12/10/2015)*

- 3.6 A pre-approved list of eligible licenses and certifications will be updated and /or amended at least annually for distribution subject to the approval of the respective Department Head, HR Director and Executive Director and prior to the adoption of the annual budget. The listing is HRDOC-060.442 found on the Shared Drive.
- 3.7 Approval of all incentive payments will be contingent upon funds available in the annual budget.
- 3.8 Consideration for approval also includes a review of the employee’s overall job performance with CFPUA. The employee must be at a satisfactory or better level of job performance as determined by their most recent performance appraisal, or deemed as such by their current supervisor. The employee must be in an actively at work status, and must not have any formal disciplinary actions within the previous eighteen (18) months.
- 3.9 This policy will coordinate benefits with all other CFPUA policies or practices that an employee may be eligible to participate in. For example, if an employee is in an approved apprenticeship or training program that results in periodic salary increases based upon time in training and/or acquisition of licenses and certification, the employee would not be eligible to a receive an incentive payment under this policy.
- 3.10 If the employee is denied the training due to budget constraints only and requests, **and is approved,** to attend and pay for the training cost on their own, the employee will still qualify for the incentive payment, provided they present the eligible license or certification document.
- 3.11 The program is not retroactive prior to the effective date of this policy.

4.0 Revision History

Revision		C/PAR #	Reason for Revision	Description of Revision
Date	#			
12/10/15/			Clarification 3.2,3.5	Clarified training not cumulative-3.2, clarified OTJ not toward instr/study time
8/1/2017			Various formatting updates	Update document formatting and removed Executive Director from required approval