

DRAFT Professional Licensure Pay Increase Policy

January 2, 2017

The Town employs a variety of individuals in several departments where certain licenses provide direct and necessary benefits to the Town of Luray. This policy is drafted in an attempt to encourage employees to obtain such licenses, or to increase the level of an existing license.

In the past, the Town did increase employees by one or two steps for these same licenses. That equaled a 2.5% to 5% increase in their base salary. These increases were in addition to any one-time bonuses or COLA's for that fiscal year.

Recently, the Town has experienced a shortage of individuals with these types of licenses. This is due, primarily, to a lack of financial incentives. Eligible employees must have these Virginia Licenses as a required, or direct-use benefit, portion of their job with the Town. These licenses are critical to our continued operations of both plants and CDL vehicles.

Employees who have achieved such new or increased licenses within the two (2) years immediately preceding the effective date of this policy shall also be entitled to these same rewards (provided that previous financial acknowledgement for such bonuses or increases has not been made by the Town.) Employees who lose the license or license level for any reason shall forgo the equivalent portion of the base pay salary increase from future COLA's. Re-attainment of the lost license or license level within the same fiscal year shall eliminate the need for equalization. Current employees who obtained or achieved any of the listed licenses prior to the two-year period shall be entitled to a one-time bonus per license (if no previous pay increase was provided by the Town).

Policy Goals:

In order to stimulate interest in these licenses, and to reward employee initiative, the Town will provide a one-time bonus of \$500 after taxes (roughly \$750 pre-tax) for any employee who obtains a new license as listed below, or who increases the level of an existing license to a higher level.

In order to reward the employee for their achievement, and to recognize their added benefit to the Town, a percent increase to their base salary will be awarded for the following fiscal year. This increase (as shown) is based on the magnitude of the license level, and its direct benefit to the Town of Luray.

<u>Virginia Commercial Driver's Licenses</u>		<u>Base Salary Increase</u>
Class B	One-Time Bonus	2% Increase
Class A	One-Time Bonus	3% Increase
<u>Virginia Water and/or Wastewater Licenses</u>		
Class 4	One-Time Bonus	2% Increase
Class 3	One-Time Bonus	3% Increase
Class 2	One-Time Bonus	4% Increase
Class 1	One-Time Bonus	5% Increase

The Town pays necessary expenses for employees to pursue, obtain, and maintain these licenses.