

**CITY OF NEW ORLEANS CIVIL SERVICE FORM
EMPLOYEE REQUEST FOR PROFESSIONAL CERTIFICATION INCENTIVE PAY**

This form is to be completed by exempt (salaried) employees who possess a professional certification related to the work they perform. In order for pay to be awarded the certification must meet the criteria specified at the bottom of this form and the employee cannot have received extraordinary qualifications pay for the possession of a professional certification. Submit this form by email to csno@nola.gov or to the Civil Service Department at 1340 Poydras Street, Suite 900.

Your name: _____

Classification: _____

Department: _____

Email address: _____

Certification Name: _____

Professional Organization/Association who issued the certification: _____

Date Certification Received: _____ **Date Certification Expires:** _____

Number of Continuing Education Credits/Hours required per year: _____

Related Website and/or URL: _____

Were you awarded extraordinary qualifications pay in any classification for possessing this certification?

Yes

No

My current job classification is:

Hourly

Salaried

Your signature: _____ **Date:** _____

I certify that I have viewed this employee's official professional certification. I authorize the above listed employee to receive this special rate of pay.

Appointing Authority/HR Officer Signature: _____

Appointing Authority Name/HR Officer name (Please print): _____

Please note:

- The professional certification cannot have been required as a minimum qualification for entry into the employee's current position or job series and cannot have been used to award extraordinary qualifications pay.
- The professional certification cannot have been required for placement into a special assignment for which the employee is currently receiving special assignment pay.
- Employees are limited to one premium regardless of the number of certifications earned.
- The special rate of pay is pro-rated over a year, is not paid in a lump sum, and will be removed from terminal leave calculations.
- This special rate of pay shall be removed if the certification is allowed to lapse. Employees are required to notify their Human Resources Manager immediately if their certification lapses. Failure to remove the special rate of pay in a timely manner will result in a retroactive pay decrease.
- The effective date of the special rate shall be the first Sunday of the month following the submission of this form and a copy of the certification to Civil Service.
- The Director of Personnel shall reserve the right to determine a qualifying certification under these guidelines.

The professional certification must be:

- A third-party attestation of an individual's level of knowledge or proficiency in a certain industry or profession.
- Related to the work performed in your job classification as determined by your appointing authority.
- Granted by authorities in the field, such as professional societies and universities, or by private certificate-granting agencies.
- Time-limited; some expire after a period of time (e.g., the lifetime of a product that required certification for use), while others can be renewed indefinitely as long as certain requirements are met. Renewal usually requires ongoing education to remain up-to-date on advancements in the field, evidenced by earning the specified number of continuing education credit (CECs), or continuing education units (CEUs), from approved professional development courses.

****** You are required to attach a copy of your certification to this document******