



Policy Guidance

To: Department Heads
Topic: Skills Based Pay
Issue Date: March 1, 2016
From: Roger L. Stancil

A blue handwritten signature, likely of Roger L. Stancil, written over the printed name.

Purpose

Well-qualified Building Inspectors and Plans Reviewers are in great demand and limited supply, throughout the Triangle Region and the State. The purpose of this Skills Based Pay program is to encourage and support the professional development of the Town's current Inspectors and Plans Reviewers, improve employee retention, and remain a competitive employer within the Triangle Region and the State of North Carolina.

Under my direction, the Executive Director of the Office of Planning and Sustainability and the Director of Human Resource Development have developed initial procedures to guide implementation of this new form of compensation for our Building Officials. I have included these procedures in this policy guidance so that the program can be implemented as of March 1, 2016 to apply to all existing employees and new hires. These procedures will be in effect until final procedures are issued in the Town's Compensation Policy, which is currently under revision.

Beginning March 1, 2016, Skills Based Pay amounts will be awarded for **each level of certification in addition** to the base certification. These amounts apply to P/Plumbing, B/Building, M/Mechanical, and E/Electrical equally.

Level 1 Certificates	Level 2 Certificates	Level 3 Certificates
\$3000	\$4000	\$5000



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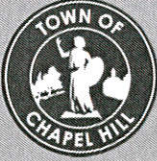
Procedural Concept

The concept is simple...**ALL** personnel are able, and encouraged, to apply for new certificates and higher levels of certification. Overall, the Inspections Manager will review the applicant's request of the course work, continuing education, and testing and make a determination for approval based upon their supervisor's recommendation, current assignments, department need, specialty need, etc. Conference and seminar requests will be submitted following the most current procedures.

The employee is responsible for providing certifications and certificate renewal cards to their supervisor and the Inspections Manager. The Inspections Manager, with the support of supervisors, will track and administer the **Skills Based Pay Program**.

General Guidelines

1. This program is intended to provide recognition of an employee's continued professional development by providing skills based pay for certification and inspections performed in each additional level of certification (Building, Mechanical, Plumbing, or Electrical).
2. All inspectors will be required to maintain their standard certificates by meeting the minimum number of mandatory continuing education credits per year as well performing inspections in the areas of certification, as available and assigned by the Town. Failure to do so for base certification may result in disciplinary action. Failure to maintain certifications for additional certification(s) will result in revocation of associated Skills Based Pay.
3. Plans Reviewers will be required to maintain all certifications required for plans review and may receive skills based pay for **performing inspections** in any and all areas of certification **in addition** to their plans review responsibilities.
4. Training and Courses must be provided by a reputable entity, such as a cooperating community college, etc., which must be approved by the Inspections Manager. Courses must adhere to those requirements established by the North Carolina Code Officials Qualification Board, ICC, and be approved by the Inspections Manager or Department Head.
5. Training and Courses must be pre-approved by the Inspections Manager or Department Head.



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- 6. In order to receive a Skills Based Pay, inspectors must produce a certificate or renewal card signifying successful completion of the certification exam or annual renewal requirements for each trade, such as for continuing education. Compensation for a certification **WILL NOT** be recognized unless a copy of a certificate of completion or certificate renewal card has been provided following the procedures below.

Minimum Requirements

An inspector's or plans reviewer's base pay is determined at the time of hire and is based on their position's grade and pay range. **Skills Based Pay** amounts are awarded for **each level of certification in addition** to the base certification. These amounts apply to P/Plumbing, B/Building, M/Mechanical, E/Electrical equally.

Level 1 Certificates	Level 2 Certificates	Level 3 Certificates
\$3,000	\$4,000	\$5,000

Example A:

Inspector with standard Level 3 Building, standard Level 1 Plumbing and standard Level 1 Electrical:

Base Pay for Level 3 (building) + Skills Based Pay for Level 1 (plumbing)+ Skills Based Pay for Level 1 (electrical) = Total Pay = \$ Base pay + \$3,000 + \$3,000

Example B:

Inspector with Level 2 Electrical and Level 2 Plumbing:

Base Pay for Level 2 (electrical) + Skills Based Pay for Level 2 (plumbing) = Total Pay = Base pay + \$3,000

An employee's base pay is determined by the highest level of certification regardless of trade. If an employee obtains a level above their current highest level in any trade, their base pay should be evaluated accordingly.

In Example B above, if the Inspector with two standard level 2 certificates obtains a level 3 in plumbing, their base pay should be increased to reflect a level 3 inspector's base pay.



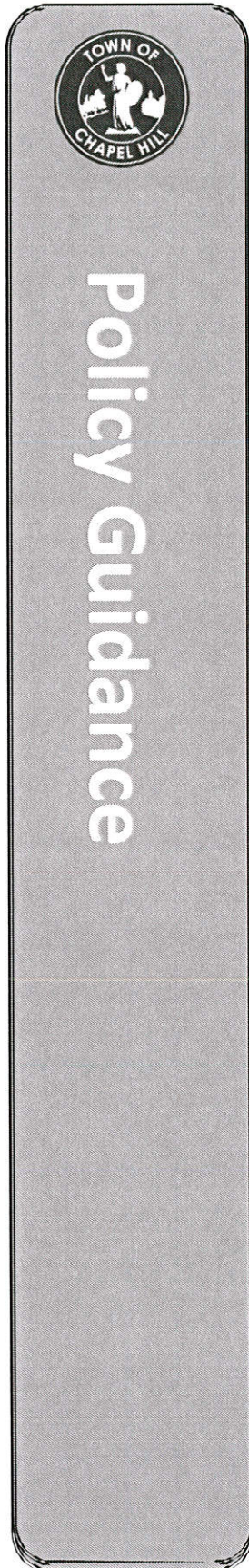
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Salary Adjustments

1. In each fiscal year, the Inspections Manager shall include in the proposed budget an estimate for changes to base pay, Skills Based Pays, and other advancement costs, including training, courses, and testing. The estimate shall be based on the staff's level of training and interest and a reasonable estimate of upcoming needs.
2. The Town shall provide certificates of employment for employees who apply for certification upon initial hire by the Town of Chapel Hill.
3. Upon successful completion of the State's requirements for certification, employees shall, at the time of hire, provide the Inspections Manager with a copy of their certificate or certificate renewal card and complete any necessary swearing-in with the Town Clerk. When these requirements are met, the appropriate Skills Based Pay shall be added to an Inspector's pay. Inspectors must have met all requirements of the certification to receive the Skills Based Pay.
4. Skills Based Pay may be added, adjusted or discontinued at any time during the fiscal year.
5. If an Inspector refuses to perform assigned inspections in one or more of the areas of certification or they fail to maintain certification(s), the Skills Based Pay may be revoked immediately. Skills Based Pay may be reinstated upon completion of the procedure above.
6. For changes to a base pay certification, upon successful completion of the State's requirements, employees shall provide the Inspections Manager with a copy of their certificate or renewal card. Changes to Base Pay for a higher level of certification will be adjusted within one month of confirmation of the certification, if budget is available.

Terminology

Base Certification: The highest level of certification an employee has obtained. This certification determines the employee's base pay. Base pay may be calculated on probationary certification but Skills Based Pay must be based on standard certification.



Certification Course: Any course that meets the requirements for certification/maintenance set forth by the State of North Carolina Department of Insurance/Office of the Fire Marshall or the International Code Council (ICC) and is approved by the Inspections Manager.

Continuing Education: Any course or form of training that maintains or advances an employee's certifications.

Professional Certificates: Certificates offered by the North Carolina Code Officials Qualification Board to recognize those building officials that have met a set of minimum requirements or combination thereof of years of experience and training. These are standard Level 1, Level 2, and Level 3 certifications in the trades of Building, Electrical, Mechanical and Plumbing.

Skills Based Pay: An amount added to an employee's pay in each bi-weekly pay period to reflect certifications in addition to the base certification required to be maintained at time of hire.

Supervisor: Any employee with direct reports. This includes any delegation of supervisory responsibilities.

Test: Those tests, electronic or otherwise, approved by the North Carolina Code Officials Qualification Board for certification in a trade.