

MOTION
(LYING OVER)
NO. M-25-189

CITY HALL: March 27, 2025

BY: COUNCILMEMBERS GIARRUSSO, MORENO, MORRELL, GREEN AND THOMAS

WHEREAS, at its meeting on February 3, 2025, the Civil Service Commission adopted the following amendment to the Classified Pay Plan (Professional Certification Pay).

In accordance with Article X, Section 10 of the Constitution of Louisiana, this agency is submitting for Council approval, the following amendment to the Classified Pay Plan as adopted by the Civil Service Commission at its meeting of February 3, 2025 as outlined below:

Amended Special Rate of Pay: ~~Strikethroughs are deleted.~~

~~Exempt~~ Employees, with the approval of their appointing authority may be granted a 5% increase in pay upon completion of a professional certification that is directly related to the employee's work. This is a one-time premium pay to recognize the additional education and training acquired by an employee. This will not apply to multiple certifications earned in the same field of professional work.

For purposes of this incentive pay, a professional certification shall be considered:

- A third-party attestation of an individual's level of knowledge or proficiency in a certain industry or profession.
- Certifications must be granted by authorities in the field, such as professional societies and universities, or by private certificate granting agencies.
- Certifications must be 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 credits (CECs), or continuing education units (CEUs), from approved professional development courses
- The professional certification cannot be a minimum qualification for the employee's current position or have been used for extraordinary qualifications pay.

Notes:

- Professional Certification pay may not be granted if it was a requirement for entry into a job series.
- 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 in 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 this 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.
- Certifications must require a minimum of fifteen (15) Continuing Education Hours per year to be considered Professional.

Following departmental requests, the Civil Service Commission approved the aforementioned pay plan amendment to expand the use of Professional Certification Pay to expand the use of professional certification pay to all employees whether exempt or non- exempt. It is the intent of this special rate of pay to encourage investment in employee training and development with the intent of improving the performance of the City Workforce and enhancing the services provided by the City Government; and

WHEREAS, the Chief Administrative Office has certified that funds are available to implement the above proposed amendment to the Classified Pay Plan; **NOW THEREFORE**

BE IT MOVED BY THE COUNCIL OF THE CITY OF NEW ORLEANS, That in accordance with Article X, Section 10 of the Constitution of Louisiana, the amendment to the Classified Pay Plan is approved to be effective March 30, 2025.

BE IT FURTHER MOVED, That the Clerk of Council shall forward a certified copy of this motion to the Director of the Civil Service Commission and the Chief Administrative Officer.

THE FOREGOING MOTION WAS READ IN FULL, THE ROLL WAS CALLED ON THE ADOPTION THEREOF, AND RESULTED AS FOLLOWS:

YEAS:

NAYS:

ABSENT:

AND THE MOTION WAS ADOPTED.