



JOB-RELATED CERTIFICATIONS

The City of Griffin recognizes the importance of job related continuing education which will give the employee greater skill in performing their job. To this end, the City of Griffin will pay up to 2.5% for job related certifications up to a maximum of two (2) per employee.

To be eligible for a certification increase the certification must benefit the employee's job-related knowledge to significantly enhance their value to the department and organization as a whole. The employee must be able to prove the value of the certification and the degree of training/education necessary to achieve the certification.

Certifications which do not directly assess professional competencies and are not job related will not be eligible for a certification increase.

In unclear cases, the City Manager will consider the following factors in the approval process:

- Do the standards of the organization, including the nature of the examination and the requirements for successfully achieving certification, reflect a distinction between those who are highly competent and those who may not be? In general, standards which can be met by all or most who apply for certification are not to be considered.
- Certifications with which no examinations are given will be considered based on the complexity and level of training associated with obtaining such certification.

In applying this guideline, the competencies upon which certification are based must be directly related to the performance of an employee's major duties and responsibilities in his or her current job classification. The policy does not apply to an employee who achieves a certification relevant to a different job, even though the employee may seek future employment in such a job. The policy also does not apply to an employee for whom the acquisition of the certified competencies is not relevant to his or her assigned duties and responsibilities.

Certifications that must be obtained to be considered qualified to perform one's job will not ordinarily be eligible for a certification increase under this policy.

In all cases, certification increases must be approved by the Department Director with final approval by the City Manager, in advance of obtaining the certification and shall be specifically budgeted. Certifications relevant to a particular job may be approved, in advance, in which case the certification will not require additional approval but must still be budgeted.