

**CITY OF FRISCO PERSONNEL POLICIES**  
**SECTION 9**  
**COMPENSATION AND CLASSIFICATION**

---

---

**Section 9.3: PUBLIC SAFETY CERTIFICATION &  
EDUCATION PAY**

**Effective Date:** 08/06/08

**Approved By:** Ordinance No. 08-08-72

**Revision Date:**

---

---

**9.3.1 STATEMENT OF PURPOSE:**

The purpose of this policy is to establish guidelines regarding certification and education pay for eligible members of the City of Frisco Fire and Police Departments. The City of Frisco encourages public safety personnel to seek additional training and education to better serve its citizens in the performance of duty. To that end, the City will recognize achievement in education and training by compensating employees for attaining certain levels of job-related certification and college education.

**9.3.2 ELIGIBILITY:**

This policy is applicable to the following personnel:

- Sworn police officers, up to and including the rank of Police Lieutenant
- Certified fire protection personnel, including certified emergency medical technicians, up to and including the rank of Fire Battalion Chief
- Certified Police Dispatchers and Communications Supervisors

Job classifications/ranks assigned to the same pay grade on the City's pay plan shall be considered equivalent for purposes of administering this policy.

**9.3.3 GUIDELINES:**

- A. Certification and education pay is administered by the Human Resources Department which will maintain a schedule of eligible pay types and the amounts to be paid for each level of certification and education.
- B. The Human Resources Department will periodically review the schedule of payments to determine whether adjustments are recommended based on compensation surveys and the City's own compensation policies and practices.
- C. Employees who become eligible for certification or education pay should follow departmental procedures for notifying the appropriate supervisor/personnel of his/her achievement and provide evidence of eligibility for the certification or education pay requested.

1. Evidence of eligibility for education pay must include an official copy of the

- college transcript indicating completion of the program and degree received.
2. Evidence of eligibility for certification pay must include official confirmation of the achievement from the organization awarding the designation.
- D. Once the department has verified eligibility, the department will complete an employee status change form, attach copies of the supporting eligibility documentation and forward all to the Human Resources Department for processing.
  - E. Certification and education pay is paid monthly, on a prorated basis in the first two pay checks of each month.
  - F. Nothing in this policy shall be construed as a contract between the City of Frisco and its employees. The City of Frisco reserves the right to change, modify, amend, revoke or rescind all or part of this policy in the future.