
 Town of Swansboro	<b>Personnel Policy</b>		<b>The Pay Plan</b> Certification Salary Increases	
	Number: Article III; Section 19	Revisions: 1	Effective Date: March 17, 2023	Page of 1 1
	Supersedes: 2012 November 20, 2012		Approved By 	

**ARTICLE III. THE PAY PLAN**

**Section 19. Certification Salary Increases**

Subject to availability of funds, employees who achieve certifications above those required by their classifications or which are directly related to higher skills or different potential tasks may be rewarded with a pay increase in an amount recommended by the Town Manager. The bonus may be either in the form of a salary increase within the range, or a one-time payment not a part of base pay. Employees are eligible for these increases for achieving certifications directly related to their work as such as code enforcement, firefighting and inspections, and for advanced or specialized law enforcement training.

Employees awarded the certification increase and/or bonus are required to continue employment at current employment status, with the Town for 2 years or the increase/bonus must be paid back to the Town.

Reference also Article III Section 20.