APPENDIX B INCENTIVE CERTIFICATION PROGRAM

NORTH TAHOE PUBLIC UTILITY DISTRICT
INCENTIVE CERTIFICATION PROGRAM

Originated: July 1, 1994

Revisions effective July 1, 2022
January 10, 2023
September 12, 2023
November 21, 2023
April 9, 2024
September 16, 2024
June 8, 2025
August 11, 2026

APPENDIX B

Incentive Certification Program

- A wage increase will be paid for certification and education. All certifications and education must be approved by the DISTRICT, not duplicated unless preapproved by the DISTRICT, and carry a cumulative maximum of 10% in compensation, which includes all increases for Education and Certification prior to 7/1/94.

- Each Certification percentage for a higher grade of certification replaces the lower grade certification percentage.

- Whenever an incentive is shown within a job classification for a CA or NV Commercial Driver's License either Class A or Class B, the EMPLOYEE must make such license available in their employment to be eligible for incentive. Incentive effective on the date such license is acquired or made available in employment, whichever occurs later.

- New courses and incentives may be added at the discretion of the DISTRICT. Online course offerings subject to availability

- Certification and education must be obtained after July 1, 1994 to qualify for the wage increase with the exception of Certifications previously in place as specified in the Maintenance and Operations Memorandum of Understanding previous to July 1, 1994.

- For job related training courses/certifications designed to provide the EMPLOYEE with skills to improve efficiency, the DISTRICT shall provide payment of course fee, transportation, reimbursement for meals and lodging, and shall pay a maximum of eight (8) hours per day for attending such training. Exceptions to this rule may be determined by the Labor/Management Committee if Certification is mandated by State, Federal or other applicable law or if needed and required by the District's job description for a particular classification.

- Upon successful completion of Certification or course, the exam or registration fee and cost of course materials will be reimbursed to the EMPLOYEE.

- Organizations providing certification testing may impose requirements which exceed the District requirements.

North Tahoe Public Utility District

Incentive Certification Program

Classifications

Accounting Technician

General Ledger Accountant

Lead General Ledger Accountant

Updated: August 11, 2026

Description	Incentive
S.W.R.C.B. Water Distribution Operator Grade 1 (a)	1.0%
S.W.R.C.B. Water Distribution Operator Grade 2 (a)	2.5%
S.W.R.C.B. Water Treatment Facility Operator Grade 1 (a)	1.0%
S.W.R.C.B. Water Treatment Facility Operator Grade 2 (a)	2.5%
C.W.E.A. Collection System Maintenance Grade 1 (a)	1.0%
C.W.E.A. Collection System Maintenance Grade 2 (a)	2.5%
Notary Public License (e)	1.0%
Bilingual Incentive: Speaking - requires passing test through a contracted professional initially and every three (3) years thereafter.	1.0%
Bilingual Incentive: Writing - requires passing test through a contracted professional initially and every three (3) years thereafter.	1.0%
College Accredited Courses, Classroom or Online:	1.5%
Successful completion of 3 Unit course or approved certification at an accredited college or university in job-related subject. Each course requires prior approval and must be completed on employee's time or during approved leave under Section 1.22.B of this MOU, at employee's expense. Upon successful completion, costs of exam, registration fee, and course materials will be reimbursed to the EMPLOYEE.	
Certification/education courses equivalent to a 3-unit college course will be considered: MS Office Suite – includes MS Word, Excel, Outlook, Access, Project, and PowerPoint; Asset Management-Lucity; Crystal Reporting; Website Maintenance.	
Examples (based on availability):	
TMCC (Truckee Meadows Community College)	
· Administrative Professional Certification	
· Business Certification	
· Bookkeeper Certification	
– Online Certification Courses, 3 units each, includes Business Speech Communications, Leadership and Human Relations, Applied Business Math, Business Letters and Reports, Business English, Customer Service, Word Certification Preparation, Excel Certification Preparation, Office Publications, Executive Office Procedures, Bookkeeping I or II, Financial Accounting, Payroll and Employee Benefit Accounting, Principles of Management, Supervision	
Sierra College Distance Learning Online, 3-Unit Courses: Computer Information Systems, Business Information Systems, Spreadsheets in Business, MS Outlook – Managing Info, Accounting I & II, Financial Accounting II, Managerial Accounting, Human Resources Management.	

College Non-Accredited Courses, Classroom or Online: Successful completion of a non-accredited course or approved certification at an accredited college or university in a job-related subject. A minimum of 8 hours is required to be considered for certification pay. Each course requires prior approval and must be completed on employee's time or during approved leave under Section 1.22.B of this MOU, at employee's expense. Upon successful completion, costs of exam, registration fee, and course materials will be reimbursed to the EMPLOYEE. (b) Examples of online courses (based on availability):	0.2% for a minimum of 8 hours
· Ed2go (Sierra College or TMCC) online courses such as: Categories include Accounting and Finance (43 courses including Accounting Fundamentals, Accounting Software, Business Writing, Database Management); Business (150 courses including Business Communication, Business Software, General Business Skills, Grant Writing, Management and Leadership, Project Management); Business Communications, Effective Business Writing; Microsoft Access.	
· UNR Online Purchasing Management Certificate program (7 course requirements for certificate, includes courses such as Budgeting Essentials, Essentials of Purchasing, Management Essentials, The Supply Chain Process, Legal Aspects of Contracts, Negotiating Strategies, Persuasive Communication, Price and Cost Analysis, Supplier Contracting, The Procurement Process.	
· UGotClass Online Sierra College: Certificate in Data Analysis, Social Media for Business Certificate (3 courses, approximately 48 hours)	
Any other course that may be deemed appropriate by management.	
North Lake Tahoe-Truckee Leadership Program	1.50%
Certified Public Finance Officer (CPFO) Designation (h)	
Accounting & Financial Reporting Exam	2.50%
Planning & Budgeting Exam	2.00%
Debt Management Exam	1.00%
Treasury & Investment Management Exam	0.75%
Compensation & Benefits Exam	0.75%
Procurement Exam	0.50%
Risk Assessment Exam	0.50%
CPFO Certification (Pass seven exams, complete requirements, and register with GFOA)	2.00%
(a) Incentive bonus shall be granted if a written test is required for certification or course completion.	
(b) Not used	
(c) Not used	
(d) Not used	
(e) Limited to two (2) positions	
(f) Not used	
(g) Not used	
(h) Limited to General Ledger Accountant and Lead General Ledger Accountant	

North Tahoe Public Utility District

Incentive Certification Program

Classifications

Administrative Assistant

Contracts and Planning Coordinator

Customer Service Representative I/II

Customer Service Team Lead

Purchasing Technician

Utility Operations Coordinator

Updated: August 11, 2026

Description	Incentive
S.W.R.C.B. Water Distribution Operator Grade 1 (a) (c)	1.0%
S.W.R.C.B. Water Distribution Operator Grade 2 (a) (d)	2.5%
S.W.R.C.B. Water Treatment Facility Operator Grade 1 (a)	1.0%
S.W.R.C.B. Water Treatment Facility Operator Grade 2 (a)	2.5%
C.W.E.A. Collection System Maintenance Grade 1 (a)	1.0%
C.W.E.A. Collection System Maintenance Grade 2 (a)	2.5%
NASSCO – Pipeline and Lateral Assessment Program (PACP & LACP) (g)	1.5%
Notary Public License (e)	1.0%
Forklift Operators License (f)	2.0%
Bilingual Incentive: Speaking - requires passing test through a contracted professional initially and every three (3) years thereafter.	1.0%
Bilingual Incentive: Writing - requires passing test through a contracted professional initially and every three (3) years thereafter.	1.0%
College Accredited Courses, Classroom or Online:	1.5%
Successful completion of 3 Unit course or approved certification at an accredited college or university in job-related subject. Each course requires prior approval and must be completed on employee's time or during approved leave under Section 1.22.B of this MOU, at employee's expense. Upon successful completion, costs of exam, registration fee, and course materials will be reimbursed to the EMPLOYEE.	
Certification/education courses equivalent to a 3-unit college course will be considered: MS Office Suite – includes MS Word, Excel, Outlook, Access, Project, and PowerPoint; Asset Management-Lucity; Crystal Reporting; Website Maintenance.	
Examples (based on availability):	
TMCC (Truckee Meadows Community College)	
· Administrative Professional Certification	
· Business Certification	
· Bookkeeper Certification	
– Online Certification Courses, 3 units each, includes Business Speech Communications, Leadership and Human Relations, Applied Business Math, Business Letters and Reports, Business English, Customer Service, Word Certification Preparation, Excel Certification Preparation, Office Publications, Executive Office Procedures, Bookkeeping I or II, Financial Accounting, Payroll and Employee Benefit Accounting, Principles of Management, Supervision	
Sierra College Distance Learning Online, 3-Unit Courses: Computer Information Systems, Business Information Systems, Spreadsheets in Business, MS Outlook – Managing Info, Accounting I & II, Financial Accounting II, Managerial Accounting, Human Resources Management.	

College Non-Accredited Courses, Classroom or Online: Successful completion of a non-accredited course or approved certification at an accredited college or university in a job-related subject. A minimum of 8 hours is required to be considered for certification pay. Each course requires prior approval and must be completed on employee's time or during approved leave under Section 1.22.B of this MOU, at employee's expense. Upon successful completion, costs of exam, registration fee, and course materials will be reimbursed to the EMPLOYEE. (b) Examples of online courses (based on availability):	0.2% for a minimum of 8 hours
· Ed2go (Sierra College or TMCC) online courses such as: Categories include Accounting and Finance (43 courses including Accounting Fundamentals, Accounting Software, Business Writing, Database Management); Business (150 courses including Business Communication, Business Software, General Business Skills, Grant Writing, Management and Leadership, Project Management); Business Communications, Effective Business Writing; Microsoft Access.	
· UNR Online Purchasing Management Certificate program (7 course requirements for certificate, includes courses such as Budgeting Essentials, Essentials of Purchasing, Management Essentials, The Supply Chain Process, Legal Aspects of Contracts, Negotiating Strategies, Persuasive Communication, Price and Cost Analysis, Supplier Contracting, The Procurement Process.	
· UGotClass Online Sierra College: Certificate in Data Analysis, Social Media for Business Certificate (3 courses, approximately 48 hours)	
Any other course that may be deemed appropriate by management.	
North Lake Tahoe-Truckee Leadership Program	1.50%
(a) Incentive bonus shall be granted if a written test is required for certification or course completion.	
(b) Not used	
(c) Utility Operations Coordinator not eligible; already included in base wage.	
(d) Utility Operations Coordinator eligible for 1.5% since 1% is included in base wage.	
(e) Limited to two (2) positions	
(f) Limited to the Purchasing Technician	
(g) Limited to the Utility Operations Coordinator	

North Tahoe Public Utility District
Incentive Certification Program

Classifications
Associate Engineer
Assistant Engineer

Updated January 10, 2023

Description	Incentive
S.W.R.C.B. Water Distribution Operator Grade 2	1%
S.W.R.C.B. Water Distribution Operator Grade 3	2.5%
S.W.R.C.B. Water Treatment Facility Operator Grade 2	1.5%
S.W.R.C.B. Water Treatment Facility Operator Grade 3	2.5%
C.W.E.A. Collection System Maintenance Grade 2	1.5%
C.W.E.A. Collection System Maintenance Grade 3	2.5%
C.W.E.A. Collection System Maintenance Grade 4	3.5%
C.W.E.A. Mechanical Technologist Grade 2	1.5%
C.W.E.A. Mechanical Technologist Grade 3	2.5%
C.W.E.A. Electrical/Instrumentation Grade 2	1.5%
C.W.E.A. Electrical/Instrumentation Grade 3	2.5%
Bilingual Incentive: Speaking – requires passing test through a contracted professional initially and every three (3) years thereafter.	1%
Bilingual Incentive: Writing – requires passing test through a contracted professional initially and every three (3) years thereafter.	1%
Professional Engineer's Certification (P.E.) for positions below Associate Engineer.	$100 biweekly
College Accredited Courses, Classroom or Online: Successful completion of 3 Unit course or approved certification at an accredited college or university in job-related subject. Each course requires prior approval and must be completed on employee's time or during approved leave under Section 1.22.B of this MOU, at employee's expense. Upon successful completion, costs of exam, registration fee, and course materials will be reimbursed to the EMPLOYEE.	1.5%
North Lake Tahoe-Truckee Leadership Program	1.5%

North Tahoe Public Utility District
Incentive Certification Program

Classifications
Engineering Technician I/II

Updated January 10, 2023

Description	Incentive
S.W.R.C.B. Water Distribution Operator Grade 1 (a)	1%
S.W.R.C.B. Water Distribution Operator Grade 2	2.5%
S.W.R.C.B. Water Treatment Facility Operator Grade 1 (a)	1%
S.W.R.C.B. Water Treatment Facility Operator Grade 2	2.5%
C.W.E.A. Collection System Maintenance Grade 1 (a)	1%
C.W.E.A. Collection System Maintenance Grade 2	2.5%
Bilingual Incentive: Speaking – requires passing test through a contracted professional initially and every three (3) years thereafter.	1%
Bilingual Incentive: Writing – requires passing test through a contracted professional initially and every three (3) years thereafter.	1%
College Accredited Courses, Classroom or Online: Successful completion of 3 Unit course or approved certification at an accredited college or university in a job-related subject. Each course requires prior approval and must be completed on employee's time or during approved leave under Section 1.22.B of this MOU, at employee's expense. Upon successful completion, costs of exam, registration fee, and course materials will be reimbursed to the EMPLOYEE. Certification/education courses equivalent to a 3-unit college course will be considered: Advanced AutoCAD Certificate; MS Project Certificate; GIS Certificate	1.5%
North Lake Tahoe-Truckee Leadership Program	1.5%

(a) Grade 1 shall be granted a 1% incentive bonus if a written test was required for certification.

North Tahoe Public Utility District
Incentive Certification Program

Classifications
GIS & SCADA Systems Engineer

Updated January 10, 2023

Description	Incentive
S.W.R.C.B. Water Treatment Facility Operator Grade 3	1.5%
S.W.R.C.B. Water Distribution Operator Grade 3	1.5%
C.W.E.A. Collection System Maintenance Grade 1 (a)	1%
C.W.E.A. Collection System Maintenance Grade 2	2.5%
C.W.E.A. Collection System Maintenance Grade 3	3.5%
C.W.E.A. Electrical/Instrumentation Grade 1	1.5%
C.W.E.A. Electrical/Instrumentation Grade 2	2.5%
ESRI ArcGIS Desktop Entry	1.5%
ESRI ArcGIS Desktop Associate	2.5%
Inductive Automation Ignition Credential	1.5%
Inductive Automation Core Certification	2.5%
Bilingual Incentive: Speaking – requires passing test through a contracted professional initially and every three (3) years thereafter.	1%
Bilingual Incentive: Writing – requires passing test through a contracted professional initially and every three (3) years thereafter.	1%
Professional Engineer's Certification (PE)	$100 biweekly
College Accredited Courses, Classroom or Online: Successful completion of 3 Unit course or approved certification at an accredited college or university in a job-related subject. Each course requires prior approval and must be completed on employee's time or during approved leave under Section 1.22.B of this MOU, at employee's expense. Upon successful completion, costs of exam, registration fee, and course materials will be reimbursed to the EMPLOYEE.	1.5%
North Lake Tahoe-Truckee Leadership Program	1.5%

(a) Grade 1 shall be granted a 1% incentive bonus if a written test was required for certification.

North Tahoe Public Utility District
Incentive Certification Program

Classifications
Public Works Construction Inspector

Updated January 10, 2023

Description	Incentive
S.W.R.C.B. Water Distribution Operator Grade 2	1.5%
S.W.R.C.B. Water Distribution Operator Grade 3	2.5%
S.W.R.C.B. Water Treatment Facility Operator Grade 1 (a)	1%
S.W.R.C.B. Water Treatment Facility Operator Grade 2	2.5%
S.W.R.C.B. Water Treatment Facility Operator Grade 3	3.5%
C.W.E.A. Collection System Maintenance Grade 1 (a)	1%
C.W.E.A. Collection System Maintenance Grade 2	2.5%
C.W.E.A. Collection System Maintenance Grade 3	3.5%
C.W.E.A. Collection System Maintenance Grade 4	4.5%
Backflow Prevention Assembly Testing Certification	2.5%
Cross Connection Control Specialist (supersedes Backflow Prevention Assembly Testing Certification)	3.5%
CA or NV Commercial Driver's License, Class B	2.5%
CA or NV Commercial Driver's License, Class A	5%
Bilingual Incentive: Speaking – requires passing test through a contracted professional initially and every three (3) years thereafter.	1%
Bilingual Incentive: Writing – requires passing test through a contracted professional initially and every three (3) years thereafter.	1%
College Accredited Courses, Classroom or Online: Successful completion of 3 Unit course or approved certification at an accredited college or university in job-related subject. Each course requires prior approval and must be completed on employee's time or during approved leave under Section 1.22.B of this MOU, at employee's expense. Upon successful completion, costs of exam, registration fee, and course materials will be reimbursed to the EMPLOYEE. Certification/education courses equivalent to a 3-unit college course to be proficient in the following areas will be considered: Approved ICBO (International Congress Builder); ICBO-Residential; ICBO-Plumbing); ICBO-Electrical (a)	1.5%
North Lake Tahoe-Truckee Leadership Program	1.5%

(a) Grade 1 shall be granted a 1% incentive bonus if a written test was required for certification.

North Tahoe Public Utility District
Incentive Certification Program

Classifications
Utility Operations Crew Chief & CCTV/Hydro Flush Crew Chief
Equipment Operator I/II
Maintenance Worker I/II
Lead Water Quality Control Technician
Water Quality Control Technician
Utility Operations Compliance Inspector

Updated April 9, 2024

Description	Incentive
S.W.R.C.B. Water Distribution Operator Grade 2	1.5%
S.W.R.C.B. Water Distribution Operator Grade 3	2.5%
S.W.R.C.B. Water Treatment Facility Operator Grade 1 (a)	1%
S.W.R.C.B. Water Treatment Facility Operator Grade 2	2.5%
S.W.R.C.B. Water Treatment Facility Operator Grade 3	3.5%
C.W.E.A. Collection System Maintenance Grade 1 (b)	1%
C.W.E.A. Collection System Maintenance Grade 2	2.5%
C.W.E.A. Collection System Maintenance Grade 3	3.5%
C.W.E.A. Collection System Maintenance Grade 4	4.5%
C.W.E.A. Mechanical Technologist Grade 2	2.5%
C.W.E.A. Mechanical Technologist Grade 3	3.5%
C.W.E.A. Electrical/Instrumentation Grade 2	2.5%
C.W.E.A. Electrical/Instrumentation Grade 3	3.5%
NASSCO – Pipeline and Lateral Assessment Program (PACP & LACP) (c)	1.5%
Backflow Prevention Assembly Testing Certification	2.5%
Cross Connection Control Specialist (supersedes Backflow Prevention Assembly Testing Certification)	3.5%
Specialized Individual Welding Certification	1%
Basic Welding Certification	1.5%
CA or NV Commercial Driver's License, Class B	2.5%
CA or NV Commercial Driver's License, Class A	5%
Bilingual Incentive: Speaking – requires passing test through a contracted professional initially and every three (3) years thereafter.	1%
Bilingual Incentive: Writing – requires passing test through a contracted professional initially and every three (3) years thereafter.	1%
College Accredited Courses, Classroom or Online: Successful completion of 3 Unit course or approved certification at an accredited college or university in job-related subject. Each course requires prior approval and must be completed on employee's time or during approved leave under Section 1.22.B of this MOU, at employee's expense. Upon successful completion, costs of exam, registration fee, and course materials will be reimbursed to the EMPLOYEE.	1.5%
North Lake Tahoe-Truckee Leadership Program	1.5%

(a) Grade 1 shall be granted a 1% incentive bonus if a written test was required for certification.
(b) Grade 1 shall be limited to Maintenance Worker I and Water Quality Control Technician.
(c) Limited to Maintenance Worker I/II, Equipment Operator, Crew Chief & CCTV / Hydro Flush Crew Chief

North Tahoe Public Utility District

Incentive Certification Program

Classifications

Lead Instrumentation and Electrical (I&E) Technician

Lead Mechanical Technician

Maintenance Technician I/II/Ill

Updated September 16, 2024

Description	Incentive
S.W.R.C.B. Water Distribution Operator Grade 2	1.50%
S.W.R.C.B. Water Distribution Operator Grade 3	2.50%
S.W.R.C.B. Water Treatment Facility Operator Grade 2 (a)	2.50%
S.W.R.C.B. Water Treatment Facility Operator Grade 3	3.50%
C.W.E.A. Collection System Maintenance Grade 1 (b) (c)	1%
C.W.E.A. Collection System Maintenance Grade 2	2.50%
C.W.E.A. Collection System Maintenance Grade 3	3.50%
C.W.E.A. Collection System Maintenance Grade 4 (d)	4.50%
C.W.E.A. Mechanical Technologist Grade 2 (e)	2.50%
C.W.E.A. Mechanical Technologist Grade 3	3.50%
C.W.E.A. Mechanical Technologist Grade 4 (d)	4.50%
C.W.E.A. Electrical/Instrumentation Grade 2 (f)	2.50%
C.W.E.A. Electrical/Instrumentation Grade 3	3.50%
C.W.E.A. Electrical/Instrumentation Grade 4 (d)	4.50%
Specialized Individual Welding Certification	1%
Basic Welding Certification	1.50%
CA Certified General Electrician	3%
CA or NV Commercial Driver's License, Class B	2.50%
CA or NV Commercial Driver's License, Class A	5%
Bilingual Incentive: Speaking - requires passing test through a contracted professional initially and every three (3) years thereafter.	1%
Bilingual Incentive: Writing - requires passing test through a contracted professional initially and every three (3) years	1%
College Accredited Courses, Classroom or Online:	1.50%
Successful completion of 3 Unit course or approved certification at an accredited college or university in job-related subject. Each course requires prior approval and must be completed on employee's time or during approved leave under Section 1.22.B of this MOU, at employee's expense. Upon successful completion, costs of exam, registration fee, and course materials will be reimbursed to the EMPLOYEE.	
North Lake Tahoe-Truckee Leadership Program	1.50%
(a) Grade 2 Shall be limited to Technician I/II	
(b) Grade 1 shall be granted a 1% incentive bonus if a written test was required for certification.	
(c) Grade 1 shall be limited to Maintenance Technician I.	
(d) Grade 4 Certification incentive shall be limited to Lead I&E and Mechanical Technicians	
(e) Grade 2 Certification not available to Lead Mechanical Technician	
(f) Grade 2 Certification not available to Lead I&E Technician and Maintenance Technician III	

North Tahoe Public Utility District
Incentive Certification Program

Classifications
Fleet Coordinator/Equipment Mechanic
Fleet Assistant

Updated January 10, 2023

Description	Incentive
S.W.R.C.B. Water Distribution Operator Grade 1 (a)	1%
S.W.R.C.B. Water Treatment Facility Operator Grade 1 (a)	1%
C.W.E.A. Collection System Maintenance Grade 1 (a)	1%
C.W.E.A. Plant Maintenance Grade 1	1%
Specialized Individual Welding Certification	1%
Basic Welding Certification	1.5%
CA or NV Commercial Driver's License, Class B (b)	1.5%
CA or NV Commercial Driver's License, Class A (b)	4%
Bilingual Incentive: Speaking – requires passing test through a contracted professional initially and every three (3) years thereafter.	1%
Bilingual Incentive: Writing – requires passing test through a contracted professional initially and every three (3) years thereafter.	1%
College Accredited Courses, Classroom or Online: Successful completion of 3 Unit course or approved certification at an accredited college or university in job-related subject. Each course requires prior approval and must be completed on employee's time or during approved leave under Section 1.22.B of this MOU, at employee's expense. Upon successful completion, costs of exam, registration fee, and course materials will be reimbursed to the EMPLOYEE.	1.5%
Automotive Service Excellence (ASE) Certification	1%
North Lake Tahoe-Truckee Leadership Program	1.5%

(a) Grade 1 shall be granted a 1% incentive bonus if a written test was required for certification.
(b) 1% of incentive is included in Fleet Coordinator/Equipment Mechanic's Base Pay.

North Tahoe Public Utility District
Incentive Certification Program

Classifications
Lead Parks & Facilities Maintenance Worker
Park & Facilities Supervisor
Park & Facilities Maintenance I/II

Updated January 10, 2023

Description	Incentive
C.W.E.A. Plant Maintenance Grade 1	1%
C.W.E.A. Mechanical Technologist Grade 2	2.5%
C.W.E.A. Electrical/Instrumentation Grade 2	2.5%
Master Gardener Certification or Certification in Gardening (California Landscape Contractors Association)	1%
Sports Field Maintenance Certificate	1.5%
CA or NV Commercial Driver's License, Class B	2.5%
CA or NV Commercial Driver's License, Class A	5%
CPRS Pacific Southwest Maintenance Management School – Year 1	1.5%
CPRS Pacific Southwest Maintenance Management School – Year 2	1.5%
Bilingual Incentive: Speaking – requires passing test through a contracted professional initially and every three (3) years thereafter.	1%
Bilingual Incentive: Writing – requires passing test through a contracted professional initially and every three (3) years thereafter.	1%
College Accredited Courses, Classroom or Online: Successful completion of 3 Unit course or approved certification at an accredited college or university in job-related subject. Each course requires prior approval and must be completed on employee's time or during approved leave under Section 1.22.B of this MOU, at employee's expense. Upon successful completion, costs of exam, registration fee, and course materials will be reimbursed to the EMPLOYEE.	1.5%
College Non-Accredited Courses, Classroom or Online: Successful completion of a non-accredited course or approved certification at an accredited college or university in a job-related subject. A minimum of 8 hours is required to be considered for certification pay. Each course requires prior approval and must be completed on employee's time or during approved leave under Section 1.22.B of this MOU, at employee's expense. Upon successful completion, costs of exam, registration fee, and course materials will be reimbursed to the EMPLOYEE. (b) Examples of online courses (based on availability): • Ed2go (Sierra College or TMCC) online courses such as: Categories include Accounting and Finance (43 courses including Accounting Fundamentals, Accounting Software, Business Writing, Database Management); Business (150 courses including Business Communication, Business Software, General Business Skills, Grant Writing, Management and Leadership, Project Management); Business Communications, Effective Business Writing; Microsoft Access. • TCPTraining.com online courses in Electrical, HVAC, Plumbing, Carpentry and Small Engine Maintenance.	0.2% for a minimum of 8 hours

Any other course that may be deemed appropriate by management.	
Sprinkler/Irrigation Certification	1.5%
S.W.R.C.B. Water Distribution Grade 1 (a)	1%
Backflow Prevention Assembly Testing Certification	2.5%
Certified Pesticide Applicator	2%
Playground Inspection Certification	1.5%
Certified Arborist	2.5%
North Lake Tahoe-Truckee Leadership Program	1.5%

(a) Grade 1 shall be granted a 1% incentive bonus if a written test was required for certification.

North Tahoe Public Utility District
Incentive Certification Program

Classifications
Event Center Coordinator
Parks & Facilities Coordinator I/II

Updated September 12, 2023

Description	Incentive
U.C. Davis Certification Program in Public Relations and Marketing	2.5%
U.C. Davis Certification Program in Special Events and Meeting Planning	2.5%
A.C.P.W.C. Wedding Consultant Certification	1%
Bilingual Incentive: Speaking – requires passing test through a contracted professional initially and every three (3) years thereafter.	1%
Bilingual Incentive: Writing – requires passing test through a contracted professional initially and every three (3) years thereafter.	1%
College Accredited Courses, Classroom or Online: Successful completion of 3 Unit course or approved certification at an accredited college or university in job-related subject. Each course requires prior approval and must be completed on employee's time or during approved leave under Section 1.22.B of this MOU, at employee's expense. Upon successful completion, costs of exam, registration fee, and course materials will be reimbursed to the EMPLOYEE.	1.5%
College Non-Accredited Courses, Classroom or Online: Successful completion of a non-accredited course or approved certification at an accredited college or university in a job-related subject. A minimum of 8 hours is required to be considered for certification pay. Each course requires prior approval and must be completed on employee's time or during approved leave under Section 1.22.B of this MOU, at employee's expense. Upon successful completion, costs of exam, registration fee, and course materials will be reimbursed to the EMPLOYEE. (b) Examples of online courses (based on availability): • Ed2go (Sierra College or TMCC) online courses such as: Categories include Accounting and Finance (43 courses including Accounting Fundamentals, Accounting Software, Business Writing, Database Management); Business (150 courses including Business Communication, Business Software, General Business Skills, Grant Writing, Management and Leadership, Project Management); Business Communications, Effective Business Writing; Microsoft Access. • UNR Online Purchasing Management Certificate program (7 course requirements for certificate, includes courses such as Budgeting Essentials, Essentials of Purchasing, Management Essentials, The Supply Chain Process, Legal Aspects of Contracts, Negotiating Strategies, Persuasive Communication, Price and Cost Analysis, Supplier Contracting, The Procurement Process. • UGotClass Online Sierra College: Certificate in Data Analysis, Social Media for Business Certificate (3 courses, approximately 48 hours) • Any other course that may be deemed appropriate by management.	0.2% for a minimum of 8 hours
North Lake Tahoe-Truckee Leadership Program	1.5%

North Tahoe Public Utility District
Incentive Certification Program

Classifications
Recreation and Community Event Supervisor

Updated November 21, 2023

Description	Incentive
Certified Park and Recreation Professional (CPRP)	2.5%
U.C. Davis Certification Program in Public Relations and Marketing	2.5%
USLA Open Water Lifeguard Certification	2%
Certified Playground Safety Inspector (CPSI)	1.5%
Bilingual Incentive: Speaking - requires passing test through a contracted professional initially and every three (3) years thereafter.	1%
Bilingual Incentive: Writing - requires passing test through a contracted professional initially and every three (3) years thereafter.	1%
CA or NV Commercial Driver's License with Passenger Endorsement	2.5%
College Accredited Courses, Classroom or Online: Successful completion of 3 Unit course or approved certification at an accredited college or university in job-related subject. Each course requires prior approval and must be completed on employee's time or during approved leave under Section 1.22.B of this MOU, at employee's expense. Upon successful completion, costs of exam, registration fee, and course materials will be reimbursed to the EMPLOYEE.	1.5%
College Non-Accredited Courses, Classroom or Online: Successful completion of a non-accredited course or approved certification at an accredited college or university in a job-related subject. A minimum of 8 hours is required to be considered for certification pay. Each course requires prior approval and must be completed on employee's time or during approved leave under Section 1.22.B of this MOU, at employee's expense. Upon successful completion, costs of exam, registration fee, and course materials will be reimbursed to the EMPLOYEE. (b) Examples of online courses (based on availability) • Ed2go (Sierra College or TMCC) online courses such as: Categories include Accounting and Finance (43 courses including Accounting Fundamentals, Accounting Software, Business Writing, Database Management); Business (150 courses including Business Communication, Business Software, General Business Skills, Grant Writing, Management and Leadership, Project Management); Business Communications, Effective Business Writing; Microsoft Access. • UGotClass Online Sierra College: Certificate in Data Analysis, Social Media for Business Certificate (3 courses, approximately 48 hours) • Any other course that may be deemed appropriate by management.	0.2% for a minimum of 8 hours
North Lake Tahoe-Truckee Leadership Program	1.5%

North Tahoe Public Utility District
Incentive Certification Program

Classifications
Operational and Information Technology Technician I/II
Asset Management Technician I/II

Updated: June 8, 2025

Description	Incentive
S.W.R.C.B. Water Treatment Facility Operator Grade 1	1.5%
S.W.R.C.B. Water Distribution Operator Grade 1	1.5%
C.W.E.A. Collection System Maintenance Grade 1 (a)	1.0%
C.W.E.A. Electrical/Instrumentation Grade 1	1.5%
C.W.E.A. Electrical/Instrumentation Grade 2	2.5%
Microsoft 365 Fundamental (MS-900)	1.5%
CompTIA ITF+	1.5%
CompTIA A+ Core 1	1.5%
CompTIA A+ Core 2	1.5%
CompTIA Security+ or	1.5%
CompTIA Network+	1.5%
CISSP (Certified Information Systems Security Professional)	1.5%
CEH (Certified Ethical Hacker)	1.5%
CCNA (Certified Network Associate)	1.5%
ESRI ArcGIS GIS Fundamentals Foundation 2201	1.5%
ESRI ArcGIS Desktop Associate 19-001	2.5%
Inductive Automation Ignition Core Certification	1.5%
Inductive Automation Ignition Gold Certification	2.5%
Certification of Training in Asset Management (CTAM) 100	1.0%
Certification of Training in Asset Management (CTAM) 200	1.0%
Certification of Training in Asset Management (CTAM) 300	1.0%
Certification of Training in Asset Management (CTAM) 400 + Associate Water Asset Manager (b)	1.0%
Professional Water Asset Manager or equivalent.	1.0%
Bilingual Incentive: Speaking - requires passing test through a contracted professional initially and every three (3) years thereafter.	1.0%
Bilingual Incentive: Writing - requires passing test through a contracted professional initially and every three (3) years thereafter.	1.0%
Professional Engineer’s Certification (PE)	$100 biweekly
College Accredited Courses, Classroom or Online:	1.5%
Successful completion of 3 Unit course or approved certification at an accredited college or university in job-related subject. Each course requires prior approval and must be completed on employee's time or during approved leave under Section 1.22.B of this MOU, at employee's expense. Upon successful completion, costs of exam, registration fee, and course materials will be reimbursed to the EMPLOYEE.	
North Lake Tahoe-Truckee Leadership Program	1.5%
(a) Grade 1 shall be granted a 1% incentive bonus if a written test was required for certification.	
(b) Must complete CTAM 400 and application process to become Associate Water Asset Manager.	