



**HUMAN RESOURCE
POLICIES AND PROCEDURES**

Policy:	Water Reclamation Plant Operator Certification Reclassification Policy	
Date: January 2, 2000	Revision Date: April 1, 2015	Approved by: Human Resources

PURPOSE AND SCOPE

It is the policy of Eastern Municipal Water District to encourage employees assigned to operate water reclamation facilities to acquire State Mandated Certifications up to grade III operator.

PROCEDURES

In order to maintain consistency in the certification reclassification process, please follow steps outlined below when treatment plant employees receive new certifications and are eligible for reclassification.

1. Employee receives a “congratulations” letter informing him/her of a passing score on a certification exam.
2. Employee delivers letter to the appropriate supervisor.
3. Supervisor will retain the letter until employee completes the required paperwork to order the certificate.
4. Employee will give the supervisor a copy of completed application for certificate and a copy of the check being mailed for payment.
5. Supervisor will then send a memo to Human Resources requesting a reclassification to appropriate grade, as well as the following attachments: “congratulations” letter, copy of certificate application; and a copy of the check.
6. Human Resources will then prepare a Personnel Action Notice (PAN) and obtain appropriate signatures for processing.

If the employee wishes to obtain reimbursement for their certification (100%), they may follow the normal procedures in filling out the Certificate Reimbursement Request form.

AUTHORIZED SIGNATURES ON FILE