



HUMAN RESOURCES
COUNTY OF HUMBOLDT
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SIDE LETTER OF AGREEMENT

Certified Access Specialist Program and ADA Coordinator Certification Incentive Pay

ADA Coordinator Certification - Incentive Pay

The purpose of this language is to provide guidelines for the ADA Coordinator Certification incentive pay; for employees who will be required to use their additional certified ADA Coordinator skills to perform their job; thus, adding value to County related business by providing assistance to clients on a regular basis while ensuring that the duties performed are accurate and clear. This language will apply to Eligible Employees Only, as outlined in the criteria below.

- A. Recommendation of a position to obtain ADA Coordinator Certification will be determined by the Department Head and/or their designee, in which the employee is supervised and employed. After assessing the organizational/business needs of the Department in performing its official functions, the Department must determine that there is a need for an ADA Coordinator Certification for the position that is held by the requesting employee; and
- B. Human Resources approval of the department's recommendation of the position as an ADA Coordinator based on this section criterion; and,
- C. Satisfaction of the following criterion by the employee:
 1. Demonstrate proficiency. The employee must take, complete and pass the ADA Coordinator Certification program/examination. The employee will have twenty-four (24) months upon start date to pass the program/examination. The employee will receive two (2) attempts in passing the program/examination.
 - a. The Department shall pay 100% of the program training, travel (wages while away from work, mileage, lodging, meals) and testing for the initial certification and any renewal(s) of the certification thereafter.
 - b. Incentive pay will remain in place as long as the employee's position and the County can benefit from such certification.
 2. Employee may be employed by any county department.

Eligible employees meeting the eligibility requirements as outlined above will receive a \$200.00 per month (paid out over 26 pay periods) stipend for possessing the ADA Coordinator Certification. The incentive pay will be effective the first pay period following receipt of certification(s) by the Department.

Certified Access Specialist Program - Incentive Pay

The purpose of this language is to provide guidelines for the Certified Access Specialist (CASp) incentive pay for employees who will be required to use their CASp certification and skills to perform their job; thereby, adding value to county related business by providing assistance to clients on a regular basis while ensuring that the duties performed are accurate and clear. This language will apply to Eligible Employees Only, as outlined in the criteria below.

- A. Recommendation of a position to obtain CASp Certification will be determined by the Department Head and/or their designee, in which the employee is supervised and employed. After assessing the organizational/business needs of the Department in performing its official functions, the Department must determine that there is a need for a CASp Certification for the position that is held by the requesting employee; and
- B. Human Resources approval of the Department's recommendation of the position as a CASp based on this section criterion above; and,
- C. Satisfaction of the following criterion by the employee:
 - 1. Demonstrate proficiency. The employee must take, complete and pass the CASp program/examination. The employee will have thirty-six (36) months upon start date to pass the program/examination. The employee will receive four (4) attempts in passing the program/examination.
 - a. The Department shall pay for 100% of the program training, travel (wages while away from work, mileage, lodging, meals) and testing for the initial certification and any renewal(s) of the certification thereafter.
 - i. An application fee of \$500.00 must accompany the Candidate Eligibility Application.
 - ii. CASp exam \$400.00 for open book
 - iii. CASp exam \$400.00 for closed book
 - iv. 4-Day Seminar \$899.00
 - v. Seminars may be held in major metropolitan areas such as Sacramento, Oakland, Los Angeles, San Diego and so forth.

- vi. **Note:** the fees and expenses outlined above may be subject to change on an annual basis.
- b. Incentive pay will remain in place as long as the employee's position and the county benefit from such certification.
- 2. Employee must be employed by one of the following departments:
 - a. County Administrative Office
 - b. Health and Human Services
 - c. Planning and Building
 - d. Public Works

Eligible employees meeting the eligibility requirements as outlined above will receive a \$200.00 per month (paid out over 26 pay periods) stipend for possessing the CASp Certification. The incentive pay will be effective the first pay period following receipt of certification(s) by the department.


FOR THE COUNTY



~~Ryan Sundberg~~, Chair *Rex Bohn*
Humboldt County Board of Supervisors




Amy Nielsen
County Administrative Officer

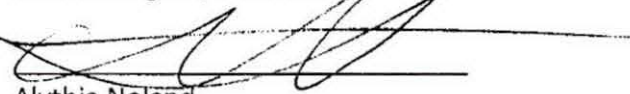


Lisa DeMatteo
Director of Human Resources

FOR THE UNION



Andrew Redden
Business Agent, Local 1684



Alythia Noland
President, Local 1684