LOS ANGELES COUNTY PUBLIC WORKS
HUMAN RESOURCES DIVISION

REQUEST FOR BONUS CERTIFICATION

EMPLOYEE NAME		EMPLOYEE NUMBER
DIVISION		SECTION
PAYROLL TITLE		BARGAINING UNIT
LICENSE NUMBER	EXPIRATION DATE	BONUS START DATE
EMPLOYEE SIGNATURE		DATE

REQUIREMENTS FOR APPROVAL:
The employee is represented by Bargaining Unit 501, 502, 511 or 512, possesses one of the following certifications and meets the criteria specified below. **Please attach a copy of the certification.**

☐ **Certified Access Specialist (501, 502, 511 & 512):** Effective January 1, 2016, any permanent full-time Building Engineering Inspector, Senior Building Engineering Inspector, District Building and Safety Engineering Associate, Supervising Building and Safety Engineering Specialist, Associate Civil Engineer, Civil Engineer, Senior Civil Engineer, Head Building Inspector, Building Inspector I, Building Inspector II, Building Inspector III, and Building Inspector IV who holds a State of California Certified Access Specialist certification and who is assigned by management to duties requiring the knowledge and skills acquired from such certification in his/her assignment, is eligible for a monthly bonus of $250.00.

☐ **Certification Bonus for Inspection Series (511 only):** Effective March 1, 2019, any permanent full-time Building Inspector I, II, III, or Building Engineering Inspector with a valid certification as a Building Inspector – AND - a valid certification in all of the following: Electrical, Plumbing and Mechanical Inspector and who is assigned by management to duties requiring the knowledge and skills acquired from such certification in his/her assignment is eligible for a monthly bonus of $150.

☐ **Certification Bonus for Building Engineering Inspector Aid:** Effective March 1, 2019, any permanent full-time Building Engineering Inspector Aid with a valid certification from the International Code Council (ICC) as Building Inspector - AND- a valid certification in one of the following: Electrical, Plumbing and Mechanical Inspector from a recognized code certification organization in a code used by the County of Los Angeles, and is assigned by management to duties requiring the knowledge and skills acquired from such certification in his/her assignment is eligible for a monthly bonus of $150.

☐ **Land Surveyor in Training Certificate Bonus (511 only):** Effective March 1, 2019, any permanent full-time Survey Mapping Technician, Senior Survey Mapping Technician, Principal Survey Mapping Technician, Survey Technician I or Survey Technician II, who obtains a Land Surveyor-in-Training certificate, is eligible for one-time bonus of $500.

☐ **Building Plans Examiner Certification (501 only):** Effective March 1, 2019, any permanent full-time Civil Engineering Assistant, Senior Civil Engineering Assistant, Principal Civil Engineering Assistant, Associate Civil Engineer, and Civil Engineer, who holds a Building Plans Examiner Certification and who is assigned by management to duties requiring the knowledge and skills acquired from such certification in his/her assignment, is eligible for a monthly bonus of $250.00.

☐ **Electrical Plans Examiner Certification (501 only):** Effective March 1, 2019, any permanent full-time Electrical Engineering Assistant, Senior Electrical Engineering Assistant, Principal Electrical Engineering Assistant, Associate Electrical Engineer, and Electrical Engineer, who holds an Electrical Plans Examiner Certification and who is assigned by management to duties requiring the knowledge and skills acquired from such certification in his/her assignment, is eligible for a monthly bonus of $250.00.

☐ **Mechanical and/or Plumbing Plans Examiner Certification (501 only):** Effective March 1, 2019, any permanent full-time Mechanical Engineering Assistant, Senior Mechanical Engineering Assistant, Principal Mechanical Engineering Assistant, Associate Mechanical Engineer, and Mechanical Engineer, who holds a Mechanical and/or Plumbing Plans Examiner certification and who is assigned by management to duties requiring the knowledge and skills acquired from such certification in his/her assignment, is eligible for a monthly bonus of $250.00.

☐ APPROVED ☐ DENIED _____ __/__/__
IMMEDIATE SUPERVISOR

☐ APPROVED ☐ DENIED _____ __/__/__
DIVISION HEAD

Please forward to Human Resources Division, Lobby

MOU LANGUAGE FOR CERTIFICATION BONUS

Employees in Bargaining Units 501, 502, 511 and 512 will receive additional compensation as specified below if they meet the criteria specified for each of the applicable certifications:

Certified Access Specialist

501, 502, 511, 512: Effective January 1, 2016, any permanent full-time Building Engineering Inspector, Senior Building Engineering Inspector, District Building and Safety Engineering Associate, Supervising Building and Safety Engineering Specialist, Associate Civil Engineer, Civil Engineer, Senior Civil Engineer, Head Building Inspector, Building Inspector I, Building Inspector II, Building Inspector III, and Building Inspector IV who holds a State of California Certified Access Specialist certification and who is assigned by management to duties requiring the knowledge and skills acquired from such certification in his/her assignment, is eligible for a monthly bonus of $250.00.

Certification Bonus for Inspection Series

511: Effective March 1, 2019, any permanent full-time Building Engineering Inspector with a valid certification as Building Inspector - AND- a valid certification in all of the following: Electrical , Plumbing and Mechanical Inspector from a recognized code certification organization in a code used by the County of Los Angeles and who is assigned by management to duties requiring the knowledge skills acquired from such certification in his/her assignment is eligible for a monthly bonus of $150.

511: Effective March 1, 2019, any permanent full-time Building Inspector I, Building Inspector II, or Building Inspector III with a valid certification as Building Inspector – AND -a valid certification in all of the following: Electrical, Plumbing and Mechanical Inspector from a recognized code certification organization in a code used by the County of Los Angeles and who is assigned by management to duties requiring the knowledge skills acquired from such certification in his/her assignment is eligible for a monthly bonus of $150.

511: Effective March 1, 2019, any permanent full-time Building Engineering Inspector Aid with a valid certification from the International Code Council (ICC) as Building Inspector - AND- a valid certification in one of the following: Electrical, Plumbing and Mechanical Inspector from a recognized code certification organization in a code used by the County of Los Angeles, and is assigned by management to duties requiring the knowledge and skills acquired from such certification in his/her assignment is eligible for a monthly bonus of $150.

Land Surveyor in Training Certificate

511: Effective March 1, 2019, any permanent full-time Survey Mapping Technician, Senior Survey Mapping Technician, Principal Survey Mapping Technician, Survey Technician I or Survey Technician II, who obtains a Land Surveyor-in-Training certificate, is eligible for one-time bonus of $500.

Certification Bonus for Engineering Series

501: Effective March 1, 2019, any permanent full-time Civil Engineering Assistant, Senior Civil Engineering Assistant, Principal Civil Engineering Assistant, Associate Civil Engineer, and Civil Engineer, who holds a Building Plans Examiner Certification and who is assigned by management to duties requiring the knowledge and skills acquired from such certification in his/her assignment, is eligible for a monthly bonus of $250.00.

501: Effective March 1, 2019, any permanent full-time Electrical Engineering Assistant, Senior Electrical Engineering Assistant, Principal Electrical Engineering Assistant, Associate Electrical Engineer, and Electrical Engineer, who holds an Electrical Plans Examiner Certification and who is assigned by management to duties requiring the knowledge and skills acquired from such certification in his/her assignment, is eligible for a monthly bonus of $250.00.

501: Effective March 1, 2019, any permanent full-time Mechanical Engineering Assistant, Senior Mechanical Engineering Assistant, Principal Mechanical Engineering Assistant, Associate Mechanical Engineer, and Mechanical Engineer, who holds a Mechanical and/or Plumbing Plans Examiner certification and who is assigned by management to duties requiring the knowledge and skills acquired from such certification in his/her assignment, is eligible for a monthly bonus of $250.00.