



ELECTRIC WATER SEWER STORMWATER

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POLICY:	<u>License Update / Continued Education</u>	DEPARTMENT:	<u>All Operators</u>
APPROVED:	_____	REVIEWED / REVISED:	<u>11/12/09</u>

Guidelines:

EMPLOYEES COVERED BY THIS POLICY: This Policy applies to the Hannibal Board Public Works (HBPW) Water and Wastewater Operators who work at the Water and Wastewater Treatment Plants.

An employee holding current State of Missouri license(s) in the water and/or wastewater areas, but not directly assigned to the areas, will be paid at the licensed rate when the following qualifications are met:

The individual has worked in a licensed position in the Water and /or Wastewater Plant for not less than 480 hours in the last 12 calendar months.

Hours of two (2) licensed positions may be combined to achieve the 480 hours. When licenses of different levels provide for different pay scales, the operator will be at the license rate in which he has the highest number of hours. When the operator has achieved 480 operating hours in a license of higher classification, he/she will be compensated at the higher classification regardless of the balance of hours.

CONTINUING EDUCATION: All HBPW Operators are required to maintain current licenses annually. Maintenance requires Thirty (30) hours, per three years. Fifteen (15) hours may be acquired through the HBPW safety meetings, which is mandatory all operators attend monthly. The remaining fifteen (15) hours must be acquired through educational meetings outside of the HBPW.

All requests to attend continuing education classes must be submitted to the Department Supervisor at least 30 days prior to the date of the event so scheduling can be accommodated. The registration and cost of the continuation will be paid at 100% by the HBPW. The HBPW will provide a vehicle for any travel necessary, unless otherwise specified. Meals will be reimbursed in compliance with the HBPW Travel/Training Policy requirements. Continuing education class request are at the sole discretion of HBPW Management, and may be denied at anytime. This denial does not relieve the employee from obtaining the necessary continuing education training hours to maintain his/her required license(s).

Originated / Revised History

Originated – 08/15/03

Revision 1 – 11/12/09