RETURN SIGNED & COMPLETED APPLICATION *and document(s)* **TO:**

Andrea Knickerbocker, *Human Resources Manager*
DER – Compensation Services Section
City Hall, Room 706
R. 9.21.16

APPLICATION FOR PROFESSIONAL DEVELOPMENT AWARD

Instructions:

1. Before an employee applies for an Award, the employee must first determine whether his or her plans for professional development are consistent with the department's criteria for an Award.
2. To request an Award, an employee must complete the *Employee Information section*, attach a copy of the degree, designation or certification, and submit this form to his or her department head or designee.
3. The request will be reviewed by a department head or designee, and the requesting employee will be notified of the determination. If an Award is not approved, the department shall provide the reason for denial.
4. The department head will submit the attached form *(and supporting documents)* to the Department of Employee Relations.
5. The Department of Employee Relations will review the request as soon as possible following receipt and issue a determination.
6. ***See Guidelines on Page 2.***

EMPLOYEE INFORMATION

Name:	**Salary Grade:**
Job Title:	**PeopleSoft ID#:**
Department:	
Name of Professional Degree, Designation, or Certification Achieved:	**Date Received:**
How does this professional degree, designation or certification add value? Please state how it enhances your skills or competencies and will allow you to add value. *Attach extra sheets if necessary.*	
If you did **not** receive a certification, please state the nature and extent of the training or coursework you received, including time in the classroom, CEUs received, or other indications of learning, and explain how this will enhance your skills and competencies and allow you to add value to your department. *Attach extra sheets if necessary.*	
Employee Signature:	**Date:**

DEPARTMENT HEAD REVIEW

The professional degree, certification, training or designation meets the criteria established for a Professional Development Award. ☐ **Yes** ☐ **No** **(If *No,* please explain.)**	
Department Head Signature:	**Date:**

EMPLOYEE RELATIONS REVIEW

Approved By:	**Date:**
Comments:	**Amount Awarded:** **$700.00** **Pay Date:**

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PROFESSIONAL DEVELOPMENT AWARD GUIDELINES

The purpose of the Professional Development Awards Program is to encourage and support employees in upgrading their skills and competencies to allow the City to meet greater demands for service, innovation, and fiscal stewardship. This program applies to employees holding positions classified as Officials and Administrators (Section I of Salary Ordinance); Professionals (Section II); and non-represented sworn positions under Protective Service Workers (Section IV).

Eligible employees, when approved, will receive a monetary award of $700.00 for attaining a professional degree, designation, or certification that is not required by the job, but enables the employee to add value to his or her department in a way that is related to the mission, goals, and objectives of the department. Employee Relations must approve each of these Awards prior to implementation.

Employee Relations recommends that department heads establish a professional development committee in their respective departments to create the criteria for Professional Development Awards.

To qualify for a Professional Development Award, an employee's achievement must be above the minimum qualifications for the job and also:

1. *Be related to the employee's current job or a reasonable promotional opportunity*
2. *May include competency testing or certification*
3. *Be issued by an industry recognized professional association, certification program or accredited institution of higher education*
4. *Enable the employee, upon successful completion, to perform his or her job at a higher level of competency or add value to the department*

Examples of certification programs eligible for this award include: Certified Professional Environmental Auditor (CPEA), Certified Planner (AICP), Professional Engineer (PE), Oracle 9i Database Administrator Certified Master, Certified Management Accountant (CMA), Certified Internal Auditor (CIA), Accreditation in Public Relations (APR), Certified Public Accountant (CPA), Senior Professional in Human Resources (SPHR), Certified Employee Benefits Specialist (CEBS), Water Resources Engineering (DWRE), Certified Safety Professional (CSP).

In addition, departments may develop criteria for Professional Development Awards that are not tied to a specific certification. The criteria, however, must be widely accepted in an occupation or profession and denote a significant accomplishment. The key aspect of a *Professional Development Award* is that the development enables the employee to perform the job at a higher level of competency or adds value to the department.

1. *Applies only to employees holding positions classified as Officials and Administrators (Section I of Salary Ordinance); Professionals (Section II); and non-represented sworn positions under Protective Service Workers (Section IV); who attain a professional degree, designation, or certification that is not a minimum requirement of the job but is related to the mission, goals, and objectives of their department.*
2. *Certifications initiated and funded by a department are* ***not*** *eligible for this Award.*
3. *Certifications attained for the purpose of a pay increase as part of a Career Ladder are* ***not*** *eligible for this Award.*
4. *Applies only to achievements earned from 2012 – present.*
5. *Does not apply to employees receiving additional compensation for a professional degree, designation, or certification otherwise authorized under Part I of the Salary Ordinance or comparable provision under Chapter 350 of the Milwaukee Code of Ordinances.*
6. *The award is a lump sum award of $700 that is non-pensionable and non-base building and is considered income and subject to taxes.*
7. *An employee is limited to no more than* ***one award per year*** *and it must be approved by their appointing authority and the Department of Employee Relations.*
8. *Only one award can be granted for a certification. Re-certifications are* ***not*** *eligible.*