

Policy for *Certification Supplemental Pay* for Attorneys employed by Fort Bend County

To encourage Attorneys employed by Fort Bend County to enhance their proficiency and knowledge and recognize Board Certification as a mark of professional excellence, the County will supplement the pay of its employed Attorneys that meet the following requirements:

1. The Board Certification must not be required in the Attorney's position description;
2. The Board Certification must be directly related to the Attorney's job function;
3. The Board Certification is granted by the State Bar of Texas;
4. The Attorney may not be an elected official; and
5. The *Certification Supplemental Pay* is approved by the Attorney's Department Head or Elected Official.

This Policy applies to all individuals employed as Attorneys by Fort Bend County. This includes, but is not limited to, Attorneys in the District Attorney's Office, the County Attorney's office, the Public Defender's Office, and Attorneys employed as Associate Judges in either the District Courts or County Courts at Law.

The annual supplement is for one Board Certification and will not be increased for any additional Board Certifications held by the Attorney.

Payment of *Certification Supplemental Pay* shall be at the bi-weekly amount of \$191.57 (which annualizes to a rate of \$5,000.00 per year), and will be included as a separate amount on the Attorney's regular bi-weekly paycheck.

The *Certification Supplemental Pay* will not be due for any pay period in which the Attorney receives no pay, and will be prorated for any pay period in which the Attorney receives no pay for one or more full weeks, i.e. at new hire, at separation of employment, or during a period of leave without pay for any reason.

Payments made under this policy are subject to TCDRS contributions, and are considered part of gross income subject to taxation.

The *Certification Supplemental Pay* is in addition to the Grade and Step pay received by the Attorney.

Payment of *Certification Supplemental Pay* will immediately cease when and if the Attorney's job function changes and the new position's responsibilities no longer are related to the Certification the Attorney holds.

Payment of *Certification Supplemental Pay* will immediately cease when and if the Attorney's employment with the County terminates regardless of the reason for termination.

Payment of the *Certification Supplemental Pay* will immediately cease when and if the Attorney is not in compliance with the requirements of the Certification, i.e. failure to keep current with required Continuing Legal Education requirements, etc.

To be eligible for *Certification Supplemental Pay* an Attorney must at all times have valid evidence of the current official Certification and/or any subsequent required recertification on file with the Attorney's Department Head or Elected Official.

The County has the sole discretion to amend or end this Certification Supplemental Pay at any time.

Revision: March 19, 2019

Agreed and Understood:

Attorney

Date

Elected Official or Department Head

Date