

**Policy: AD-04-05**

**Policy Title: Operator License (s) Compensation Policy**

**Purpose: Set forth compensation for acquisition of certain licenses**

**Implementation Date: 11/15/2004**

**Revision Date: 2/4/2008**

**TOWN OF WESTFIELD  
PUBLIC WORKS DEPARTMENT  
OPERATOR LICENSE(S) COMPENSATION POLICY**

This policy has been created in an effort to encourage associate development within the public works department and recognize associates who have ownership of a utility operating license(s) and/or a professional engineering license. Therefore, associates who have successfully acquired a utility operating license(s) as administered by the Indiana Department of Environmental Management (IDEM) or the Indiana State Board of Professional Engineers shall be compensated as follows:

**Category I - Water Operator License**

- a. WT3 or equivalent-\$750/Year

**Category II - Water Distribution License**

- a. DSM or equivalent- \$750/Year

**Category III - Wastewater Operator License**

- a. Class I, or equivalent-\$750/Year

**Category IV – Professional License**

- a. Engineering in Training - \$2,500/Year
- b. Engineering – \$5,000/Year

Guidelines for payment:

1. Payments for Categories I, II, and III Licenses will be distributed at an hourly rate for qualifying associates following the fiscal year after successfully obtaining license. Only one license per category can be compensated at any time in Categories I, II, and III. However, an individual that holds licenses in multiple categories shall be compensated at a maximum of one license per category.
2. Payments for Category IV Professional Licenses will be distributed at an hourly rate for qualifying associates following the fiscal year after successfully obtaining license. Only one

license per category can be compensated at any time in Category IV. Additionally, an individual that holds licenses in multiple categories shall be compensated at a maximum of one license per category.

3. Compensation paid according to this policy shall be subject to all applicable payroll taxes.
4. License(s) must be valid for the full year (Jan 1 – Dec 31) to be compensated and obtained in the previous year to be eligible.
5. License(s) must be valid as required by the Indiana Department of Environmental Management (IDEM) and the Indiana State Board of Professional Engineers in order to be eligible and compensated.
6. Any employee who terminates their employment with the public works department shall immediately be disqualified from this compensation policy.



Kurt J Wanninger  
Westfield Public Works Director