

Certification and Examination

A. Certificates:

Upon a unit member's successful completion of probation, the Department agrees to reimburse the unit member for all applicable testing and application fees for the following certificates: County of San Bernardino Environmental Health Services Backflow Prevention; State of California, Water Resources Control Board's Water Treatment Operator, Distribution Operator, and Wastewater Treatment Operator; California Water Environment Association's Environmental Compliance Inspector, Industrial Waste, Laboratory Technologist, and Mechanical Assistant, and other certificates required per the unit member's job description.

In order to be reimbursed for testing fees, the eligible employee must provide proof of passing the test. Reimbursement requests for testing fees and or application fees must be submitted within six (6) months of passing the test or receiving the certificate.

Upon a unit member's successful completion of probation, the Department agrees to pay renewal fees for the above certifications. The eligible unit member must provide the request and renewal form(s) with supervisor/Director approval for payment to Human Resources in a timely manner. The unit member will be responsible for payment of any late fees incurred due to the unit member's untimely submittal of the request for payment. Unit members who have not yet successfully completed a probationary period may be reimbursed for certification renewal upon successful completion of the probationary period.

B. Certification Examinations:

The Department agrees that unit members who have successfully completed probation and take work-related certification tests that are conducted during the unit member's scheduled work hours shall be granted a maximum of eight (8) hours per fiscal year to take the examination without requiring the unit member to utilize accrued leave.