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STANDARD OPERATING PROCEDURE: Operator Licensure Salary Adjustments January 7, 2022/RAH
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This SOP updates and codifies long-standing ACSA policy.

ACSA water and wastewater operators are required, as part of their hiring commitment, to pursue and achieve continuing operational licenses issued by the Commonwealth of Virginia Dept. of Professional and Occupational Regulation. This commitment is further incentivized with automatic salary adjustments, in accordance with the following schedule:

Water Operator Class IV	5% salary increase	Wastewater Operator Class IV	5% salary increase
Water Operator Class III	10% salary increase	Wastewater Operator Class III	10% salary increase
Water Operator Class II	15% salary increase		
Water Operator Class I	5% salary increase		

These salary adjustments are not delayed to the next annual cost-of-living and merit increases, but implemented the first day of the month following submittal of proof of licensure attainment by the operator to his or her supervisor or manager.

The 15% water and 10% wastewater licensure adjustments are due to the operator being regulatorily eligible to operate the respective treatment plants alone, with no required oversight by higher licensure-classified staff. As of November 2022, the Virginia Dept. of Health has established those licenses to be Class II for water and Class III for wastewater. The added flexibility this adds to the scheduling of operators' work periods is sufficiently important to ACSA to warrant larger percentage salary increases. NOTE: The attainment of licenses that afford eligibility for non-oversight plant operation does not mean the operators attaining them are automatically able to do so; senior ACSA staff responsible for operator training and management and proper operation of the plants make the decisions about operators being able to work alone, based on their training, experience, and reliability.

The Class I water license has a lesser salary increase because it is a higher class than is required to work at the ACSA Henry L. Lanum, Jr. Water Filtration Plant; as such, there is no reason for ACSA to offer any adjustment for this license. However, ACSA recognizes the importance of motivating operators to continue their education and training for their careers, as well as the possibility that the education and training facilitating attainment of such advanced licensure may occasionally benefit ACSA.

Attainment of Class II and I wastewater licenses is not incentivized by ACSA because the type, size, and expected service lives of ACSA's two wastewater treatment plants (Ivanhoe Forest and Westbriar) does not warrant it.

For any and all of the operational licenses incentivized by ACSA, the tuition, classroom materials, and travel cost are reimbursed by ACSA; the operator should coordinate with his or her supervisor or manager.