

Project Development Professional Development Pay Materials Technician

Effective: February 2017

UDOT 05-86

Revised: March 6, 2018

Purpose

Develop and retain a qualified group of technicians working in materials testing.

Have a process that will encourage personnel to attain difficult and time-consuming qualifications required for Materials positions.

This policy is separate from the Transportation Technician program established by UDOT Policy 05C-52.

Policy

This Policy establishes the Professional Development Pay Program for technicians and specialists working in materials testing.

1. Eligibility

This Policy will apply only to full-time, merit employees classified and employed and are required by the Region District Engineer, Region Materials Engineer, or Statewide Materials Engineer (field, Region, or Central lab respectively) to obtain and maintain certifications applicable to this Policy.

2. Professional Development Pay

A technician or laboratory certification specialist may formally petition the Regional Materials Engineer, Region District Engineer, or Statewide Materials Engineer for inclusion into the Professional Development Pay Program as defined in Tables 1, 2 or 3. The technician will use the Request Forms in Appendix A to formally petition for the professional pay once required and included in their Performance Plan. Compensation will be given with professional development pay every payroll period as detailed in Tables 1, 2 or 3.

Technicians are limited to professional development pay totals, as described in Tables 1, 2, or 3.

Professional development pay is based on the current midpoint of the pay range for an Engineering Technician IV and as such may need to be adjusted if that pay range changes.

The professional development pay amount will increase consistent with legislatively authorized salary increase, which will include general increases, cost of living increases, discretionary salary increases, targeted funding, general increases, as long as there exists sufficient funding within the annualized base budgets for the fiscal year in which the adjustment is given.

3. Revocation

The professional development pay program is only applicable to individuals who qualify, while they are required to and hold the certifications described in the Eligibility section. Any reassignment, transfer or promotion, as defined by DHRM Rules, to a non-qualifying position will result in an immediate cessation of professional development pay unless the reassignment also requires certifications. An employee that does not meet overall expectations on their annual performance review will be suspended from this professional development pay program until meeting successful criteria in an official performance improvement plan (PIP). Once the employee proves to be successful on a PIP, they may re-apply for the professional development pay program. The employee will also be suspended from the program if they are undergoing a disciplinary process. Once the disciplinary action is imposed, the employee may re-apply for the professional development pay program any time after one year. A letter of warning is not part of the disciplinary process. Failure to maintain any of the professional development pay certifications or to successfully complete all of the Independent Assurance testing from the time the employee begins receiving professional development pay will result in immediate cessation from the program. Employees in this situation may re-apply for the professional development pay program once they re-certify and/or complete all Independent Assurance testing.

4. Policy Exceptions

The Executive Director, UDOT, or Deputy Director, UDOT may authorize exceptions to this program with consultation from the Human Resources Office.

Procedures

General Information

Eligible technicians may request entrance into the program by submitting the appropriate form. The form is to be submitted to the Region District Engineer (field lab personnel), Region Materials Engineer (Region lab personnel), or the Statewide Materials Engineer (Central Lab personnel). Forms for eligibility are contained in Appendix A. Further, the employee's immediate supervisor must verify satisfactory job performance as documented in the UPM system and include the required certifications in the employee's Performance Plan. When approved, the signed form will be sent to the Region Director or Group Leader (or designee) for submission to payroll.

**Table 1
Qualification Professional Development Pay Details for TTQP**

Category	TTQP Qualifications	Professional Pay amount per Pay Period	Requirements
Base	Sampling, Reduction and Density, SRDTT	None	As Required for Position
	Concrete Testing, CTT		
Field, Region, and Central Labs	Embankment and Base, EbTT	\$126.93 per pay period*	Attain all three qualifications
	Aggregate, AgTT		
	Asphalt, AsTT		
Region and Central Labs	Superpave Mix Design, SMD	\$63.47 per pay period*	Attain this Qualification in addition to the EbTT, AgTT, and AsTT Certifications
	Concrete Strength, CsTT	\$20.81 per pay period*	
	Laboratory	\$42.65 per pay period*	

Table 2
Qualification Professional Development Pay Details Steel and Precast Concrete Inspection

Category	Qualifications	Professional Pay amount per pay Period	Requirements
Steel Inspection	CWI (Certified Welding Inspector)	\$63.46* per pay period	Attain required experience and certification as a UDOT employee.
	BCI (Bridge Coatings Inspector) Certification	\$63.46* per pay period	
	UT Levels 1 and UT Levels 2	\$63.47* per pay period	
	ASNT Mag Particle Level I-II ASNT Radiographic Film Interpretation/ testing Level I-II ASNT Die Penetrant Testing Level I/II AGA Galvanizing Inspector	\$63.47* per pay period	Have at least one year of experience in UDOT steel inspection and all listed ASNT and AGA certifications.
Precast Concrete Inspection	Concrete Testing, CTT	None	As required for position
	Concrete Strength, CsTT	\$20.81* per pay period	
	Prestressed Concrete Inspector Level 1 Certification	\$42.65* per pay period	
	Prestressed Concrete Inspector Level 2 Certification	\$63.47* per pay period	
	Prestressed Concrete Inspector Level 3 Certification	\$126.93* per pay period	

Table 3
Qualification Professional Development Pay Details for Binder Lab Technicians

Category	Qualifications	Professional Pay amount per pay Period	Requirements
Binder Lab	T-44 Solubility in TCE	None	Successfully demonstrate with a "Pass" grade three test procedures for an AMRL inspector as required position
	T-48 Flash Point T-49 Penetration T-59 Particle Charge	\$63.46* per pay period	Successfully demonstrate with a "Pass" grade two additional test procedures for an AMRL inspector for a total of 5 test procedures
	T-72 Saybolt Viscosity Residue by Evaporation	\$63.46* per pay period	Successfully demonstrate with a "Pass" grade two additional test procedures for an AMRL inspector for total of 7 test procedures
	T-78 Residue by Distillation T-316 Viscosity T-53 Softening Point T-201 Kinematic Viscosity T-202 Viscosity by Vacuum T-228 Specific Gravity T-240 RTFO T-301 Elastic Recovery T-313 Creep Stiffness T-314 Direct Tension T-315 Dynamic Shear T-316 Viscosity	\$63.47* per pay period	Successfully demonstrate with a "Pass" grade two additional test procedures for an AMRL inspector for a total on 9 test procedures
	Attain National Binder Technician Certification Program (BTCP) Certificate or equivalent as determined	\$63.47* per pay period	BTCP requires two years' experience in a binder lab prior to taking the certifying exam. Any binder lab performing AASHTO M-320 testing is sufficient to meet this requirement. Certification while employed at UDOT and achievement of the Level III technician status is required to obtain this compensation.

*Amounts shown are effective as of March 2018, but may be subject to change in accordance with Part 2 of this Policy and Procedure 05-86.

APPENDIX A

Approval Request Form (Region/Field Laboratory Technician)

Employee: _____

Professional Development Pay Amount per Pay Period: _____

Professional Development Pay for these certifications: _____

Requirements

1. Full-time, merit employee who is required to obtain and maintain the following certifications and meet listed requirements.
2. Professional Development Pay provides significant benefit to the Department.
3. Satisfactory performance, as documented in the UPM system and as verified by immediate supervisor.
Supervise (Signature/Print Name) _____
4. Requirements to maintain certifications are included in employee's Performance Plan.

Category	TTQP Qualifications	Professional Development Pay amount per pay period	Requirements
Base	Sampling, Reduction and Density, SRDT	None	As required for position
	Concrete Testing, CTT		
Field or, Region Labs	Embankment and Base, EbTT	\$126.93* per pay period	Maintain all three qualifications
	Aggregate, AgTT		
	Asphalt, AsTT		
Region Labs	Superpave Mix Design, SMD	\$63.47* per pay period	Attain this Qualification in addition to the EbTT, AgTT, and AsTT certifications
	Concrete Strength, CsTT	\$20.81* per pay period	
	Laboratory, LbTT	\$42.65* per pay period	

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Justification

I have personally verified that this employee has met each of the requirements set forth.

District/Materials Engineer Signature Date

District/Materials Engineer (Print)

Approval Request Form (Central Laboratory Technician)

Employee: _____

Professional Development Pay Amount per Pay Period: _____

Professional Development Pay for these certifications: _____

Requirements

1. Full-time, merit employee who is required to obtain and maintain the following certifications and meet listed requirements.
2. Professional Development Pay provides significant benefit to the Department.
3. Satisfactory performance, as documented in the UPM system and as verified by immediate supervisor.

Supervise (Signature/Print Name) _____

4. Requirements to maintain certifications are included in employee's Performance Plan.

Category	TTQP Qualifications	Professional Development Pay amount per Pay Period	Requirements
Base	Sampling, Reduction, and Density, SRDT	None	As required for position
	Concrete Testing, CTT		
Central Labs	Embankment and Base, EbTT	\$126.93* per pay period	Attain all three qualifications
	Aggregate, AgTT		
	Asphalt, AsTT		
Central Labs	Superpave Mix Design, SMD	\$63.47* per pay period	Attain this Qualification in addition to the EbTT, AgTT, and AsTT certifications
	Concrete Strength, CsTT	\$20.81* per pay period	
	Laboratory, LbTT	\$42.65* per pay period	

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Justification

I have personally verified that this employee has met each of the requirements set forth.

Statewide Materials Engineer Signature Date

Statewide Materials Engineer (Print)

Approval Request Form (Central Laboratory Binder Technician)

Employee: _____

Professional Development Pay Amount per Pay Period: _____

Professional Development Pay for these certifications: _____

Requirements

1. Full-time, merit employee who is required to obtain and maintain the following certifications and meet listed requirements.
2. Professional Development Pay provides significant benefit to the Department.
3. Satisfactory performance, as documented in the UPM system and as verified by immediate supervisor.

Supervise (Signature/Print Name) _____

4. Requirements to maintain certifications are included in employee's Performance Plan.

National Certifications or Test Method Certification	Professional Development amount per Pay Period	Requirements
T-44 Solubility in TCE T-48 Flash Point T-49 Penetration T-59 Particle Charge	None	<ul style="list-style-type: none"> • Successfully demonstrate with a "Pass" grade three test procedures for an AMRL inspector as required for position
T-72 Saybolt Viscosity Residue by Evaporation T-78 Residue by Distillation T-316 Viscosity	\$63.46* per pay period	<ul style="list-style-type: none"> • Successfully demonstrate with a "Pass" grade two additional test procedures for an AMRL inspector for a total of 5 test procedures
T-53 Softening Point T-201 Kinematic Viscosity T-202 Viscosity by Vacuum T-228 Specific Gravity T-240 RTFO	\$63.46* per pay period	<ul style="list-style-type: none"> • Successfully demonstrate with a "Pass" grade two additional test procedures for an AMRL inspector for a total of 7 test procedures
T-301 Elastic Recovery T-313 Creep Stiffness T-314 Direct Tension T-315 Dynamic Shear T-316 Viscosity	\$63.47* per pay period	<ul style="list-style-type: none"> • Successfully demonstrate with a "Pass" grade two additional test procedures for an AMRL inspector for a total of 9 test procedures
Attain National Binder Technician Certification Program (BTCP) Certificate or equivalent as determined by State Asphalt Engineer	\$63.47* per pay period	<ul style="list-style-type: none"> • BTCP requires two years experience in a binder lab prior to taking the certifying exam. Any binder lab performing AASHTO M-320 testing is sufficient to meet this requirement. Certification while employed at UDOT and achievement of the Level III technician status is required to obtain this compensation.

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Justification

I have personally verified that this employee has met each of the requirements set forth.

Statewide Materials Engineer Date

Statewide Materials Engineer (Print)

Approval Request Form (Central Laboratory Binder Technician)

Employee: _____

Professional Development Pay Amount per Pay Period: _____

Professional Development Pay for these certifications: _____

Requirements

1. Full-time, merit employee who is required to obtain and maintain the following certifications and meet listed requirements.
2. Professional Development Pay provides significant benefit to the Department.
3. Satisfactory performance, as documented in the UPM system and as verified by immediate supervisor.

Supervise (Signature/Print Name) _____

4. Requirements to maintain certifications are included in employee's Performance Plan.

Category	Qualifications	Professional Development Pay amount per pay period	Requirements
Steel Inspectors (steel)	CWI (Certified Welding Inspector)	\$63.46* per pay period	Attain required experience and certification as a UDOT employee
	BCI (Bridge Coatings Inspector)	\$63.46* per pay period	
	UT Levels 1 and UT Level 2	\$63.47* per pay period	
	ASNT Mag Particle Level I-II ASNT Radiographic Film Interpretation/testing Level I-II ASNT Die Penetrant Testing Level I/II AGA Galvanizing Testing	\$63.47* per pay period	Have at least one year of experience in UDOT steel inspection as Engineering Technician Level III or Level IV an all listed ASNT and AGA certifications
Precast Concrete Inspectors (Concrete)	Concrete Testing, CTT	None	As required for position
	Concrete Strength, CsTT	\$20.81 per pay period	Have at least one year of experience in that assignment
	Prestressed Concrete Inspector Level 1 Certification	\$42.65* per pay period	Attain required experience and certification as a UDOT employee
	Prestressed Concrete Inspector Level 2 Certification	\$63.47* per pay period	
	Prestressed Concrete Inspector Level 3 Certification	\$126.93 per pay period	

*Amounts shown are effective as of March 2018, but may be subject to change in accordance with Part 2 of Policy and Procedure 05-86.

Justification

I have personally verified that this employee has met each of the requirements set forth.

Statewide Materials Engineer Signature Date

Statewide Materials Engineer (Print)

Technician Acceptance Form

Employee: _____
Professional Development Pay Amount per Pay Period*: _____
Professionals Development Pay for which certifications / Experience: _____

I, _____ understand and agree with the following conditions:

Failure to maintain any of the required certifications or failure to successfully complete all of the required Independent Assurance testing will result in immediate cessation of my participation in the Professional Development Pay Program.

I understand that corrective or disciplinary action may be imposed for failure to obtain or maintain certifications required for my position. Furthermore, disciplinary action for any reason will result in immediate cessation in my participation in the Professional Development Pay Program.

I also understand that any reassignment, transfer or promotion, as defined by DHRM Rules to a non-qualifying position, will result in an immediate cessation of my participation in the Professional Development Pay Program.

I certify that I have fulfilled the requirements for Professional Development Pay Program inclusion. I have read and understood the conditions as acceptance into this program.

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Technician Signature

Date

Technician Name (Print)