



**CITY OF KUNA**  
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TO: Gordon Law  
City Engineer

FROM: Royce Davis  
Wastewater Superintendent

RE: City of Kuna Employee Water and Wastewater Certification Testing

DATE: April, 9 2013

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## PURPOSE

The purpose of this memorandum is to ~~propose for review an update~~ theed City of Kuna employee Water and Wastewater certification testing policy.

## SUMMARY

All city of Kuna water and wastewater employees are required by law to hold a valid water or wastewater license. Each system is required to have a responsible charge and substitute responsible charge operator with a certification equal to or greater than the system classification. All state licenses are acquired by obtaining the necessary experience, education and then passing the written exam.

The state certification exams cost \$87.00 for an original exam, \$62.00 for an upgrade, and \$62.00 for a re-exam.

## POLICY

### 1.0 PURPOSE:

The purpose of this policy is to establish guidelines for employees taking required certification exams and the cities payment and reimbursement of testing fees.

### 2.0 ORGANIZATIONS AFFECTED:

All departments with employees who are required by law to hold a valid Idaho Water or Wastewater license.

### 3.0 POLICY

The City of Kuna will ~~reimburse an employee for an pay for the~~ original examination fees, or an upgrade examination fees ~~and reimburse the employee for the re-exam fees~~ with proof of a passing exam. ~~- Meaning the City will not pay for multiple failed re-examinations, or the employee will~~

~~pay for the re-exam fee and be reimbursed with a passing score.~~ If the employee does not receive a passing score on the exam, or upgrade examination, re-exam the employee will not be reimbursed for the fees. Only one (1) fee will be reimbursed. The employee will be responsible for all re-examination fees.

#### 4.0 DEFINITION

IBOL- Idaho Bureau of Occupational License

Passing Exam-a score of 70% or higher.

##### State Required Certifications-

- Wastewater Operator Class 1-4
- Wastewater Collections Operator Class 1-4
- Wastewater Land Application Operator
- Wastewater Laboratory Operator Class 1-4
- Drinking Water Distribution Operator Class 1-4
- Drinking Water Treatment Operator Class 1-4
- Backflow Assembly Tester

#### 5.0 PROCEDURES

5.1 Employees will fill out necessary original, upgrade, and re-exam licensure application and submit to the supervisor for approval.

5.2 Supervisor will review application and approve or deny the application.

5.3 Approved original and upgrade licensure applications and payment for the exam or upgrade examination from employee will be forwarded on to City treasurers Dept. for ~~payment and~~ remittance to IBOL.

5.4 Upon proof of employee receiving a passing grade, the proof shall be submitted to ~~Approved re-exams will be forwarded on to~~ the City Treasurers Dept. for reimbursement to the with payment from the employee for the exam fee or examination upgrade fee. and the Treasures Dept. will remit the re-exam application to IBOL.

~~5.5—The City will reimburse the employee for the re-exam fee with proof of a passing score.~~

#### CONCLUSION

This policy is intended to encourage employees to have an upfront vested interest in to take and passing the required State of Idaho Certification exams. ~~Also, to emphasize the need for employees to prioritize certification re-testing.~~

