

EMORY UNIVERSITY DIVISION OF ANIMAL RESOURCES

Standard Operating Procedures

Subject: Certification Incentive Policy

SOP#: 3000-7

PURPOSE: To provide guidelines for awarding incentives for certification through AALAS (American Association for Laboratory Animal Research).

- I. A pay increase will be given upon receipt of certification at the following levels:
 - A. ALAT (Assistant Laboratory Animal Technician)
 1. \$0.50/hour increase
 2. Requires 6 months lab animal experience with DAR
 3. Animal Care Tech I, Tech II, Tech III, Vet Tech I, and Vet Tech II are eligible for increase.
 - B. LAT (Laboratory Animal Technician)
 1. \$0.75/hour increase
 2. Requires 6 months lab animal experience with DAR
 3. All levels of animal care and vet tech job families are eligible for increase.
 - C. LATg (Laboratory Animal Technologist)
 1. \$1.00/hour increase
 2. Requires 6 months lab animal experience with DAR
 3. All levels of animal care and vet tech job families are eligible for increase.
- II. Upon approval by the Operations Manager or supervising veterinarian, Emory will pay registration fees to take the test and provide 4 hours paid leave to sit the test.
- III. SE/AALAS membership will be provided to all DAR employees.
- IV. AALAS membership will be provided to DAR employees with the following criteria:
 - A. No certification - bronze level provided for 2 years after which membership will cease to be provided unless the employee is actively pursuing certification training.
 - B. ALAT - Bronze level membership
 - C. LAT - Silver level membership
 - D. LATg - Silver level membership
- V. Only one increase will be given in a 12 month period. If an employee chooses to sit two exams within a 12 month period, and passes both, the second increase will be given on the first pay period following the anniversary of the 1st exam.
- VI. Increases will be given only if the employee meets standards of performance in all areas of his/her job responsibilities.

Written by: Sylvia Banks
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Last Reviewed: July 15, 2008

Approved by: Michael J. Huerkamp, DVM
Supersedes: none Revised: July 15, 2008

KEYWORDS

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