

GARDENER PROGRESSION AND PRODUCTIVITY PROGRAM POLICIES AND PROCEDURES

IMPORTANT INFORMATION TO REMEMBER REGARDING ELIGIBILITY TO PROGRESS:

- I. An employee must be demonstrating increased productivity for the department due to the development of knowledge, skills and abilities.
- II. An employee must meet the same requirements as promotional candidates regarding absenteeism and performance ratings.
- III. An employee must be competently performing the appropriate duties and responsibilities of the level in which they want to progress.
- IV. Employees will not be allowed to skip levels. All criteria will need to be met before an employee may progress to the next level. Employees must remain in grade for the time specified on the criterion document before progressing to the next level. New hires can be hired at any level.
- V. Upon progression an employee shall normally be paid at the lowest pay step in the higher pay grade that results in a minimum ten percent (5%) increase in base salary, not to exceed the top step of the range.
- VI. The eligibility for Satisfactory Performance Increase (SPI) will not be affected by the job progression pay increase.
- VII. Supervisors and Department Heads should review, approve (if justified) and submit the appropriate progression paperwork to the Human Resources Department within two (2) weeks of receiving a request from an employee. This documentation must include:
 - A. Performance Evaluation for the employee
 - B. Personnel Action Form for the action
 - C. Position Action Form for the action
 - D. Request Form
- VIII. The Job Progression action shall be subject to the labor agreement grievance procedure.
- IX. The Gardener Progression System will apply only to regular full time employees.