

# **AUTO BODY REPAIR TECHNICIAN 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 in the Auto Repair Technician progression criteria document. 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 five percent (5%) increase in base salary, not to exceed the top step of the range. Proficiencies increases shall be one pay step in the relevant pay grade.
- VI. The eligibility for Satisfactory Performance Increase (SPI) will not be affected by the job progression pay increase except that in no case may an employee exceed the top step of the rang.
- 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. PBR (when required)
  - D. Request Form
- VIII. The Job Progression action shall be subject to the labor agreement grievance procedure.
- IX. The Auto Body Repair Technician Progression System will apply only to regular full-time employees.
- X. Internal employees transferring to Auto Body Repair classifications in the Auto Body Repair Technician Progression may be considered for progression but must meet all requirements (including time-in-grade) stated in the progression criterion document.