

**PLANT MECHANIC APPRENTICE AND PLANT MECHANIC SENIOR APPRENTICE
PROGRESSION AND PROFICIENCY DEVELOPMENT PLAN
POLICIES AND PROCEDURES**

**IMPORTANT INFORMATION TO REMEMBER REGARDING ELIGIBILITY TO PROGRESS and/or OBTAIN
PROFICIENCIES:**

- 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 proficiencies unless otherwise stated on the Plant Mechanic Apprentice/Sr Apprentice criteria document or Plant Mechanic Apprentice /Sr Apprentice job descriptions. Employees must remain in grade for the time specified in the Plant Mechanic Apprentice/ Sr Apprentice progression criteria document and proficiencies in the Plant Mechanic Apprentice/Sr Apprentice job description. 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 pay 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 as specified in the progression criteria document and the job descriptions.
- VII. Supervisors and Department Heads should review, approve (if justified) and submit the appropriate progression/proficiency 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. Progression and/or Proficiency Request Form as applicable.
- VIII. The Job Progression action shall be subject to the labor agreement grievance procedure.
- IX. The Plant Mechanic Apprentice or Plant Mechanic Senior Apprentice Progression and Proficiency Development Plan will apply only to regular full-time employees.
- X. Internal employees transferring to Plant Mechanic Apprentice/Sr Apprentice classifications may be progressed by their (new) department after completion of the 90-day probationary period. All documentation and evaluations must be completed on employees making such transfers to effect a progression. (These employees must complete six (6) months of continuous classified employment within the City after initial appointment prior to consideration and meet stipulations outlined in numeral IV.)