

<p style="text-align: center;">WATER/WASTEWATER DISPATCHER I AND II PROGRESSION AND PROFICIENCY DEVELOPMENT PLAN POLICIES AND PROCEDURES</p>

**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 Water/Wastewater Dispatcher I and II criteria document or Water/Wastewater Dispatcher I and II job descriptions; however, OT-18 employees may complete the proficiencies of the OT-17 grade level before they complete the OT-18 grade level. Employees must remain in grade for the time specified in the Water/Wastewater Dispatcher I and II progression criteria document and proficiencies in the Water/Wastewater Dispatcher I and II job description. Previous time in equivalent classification will count toward minimum time requirements for each proficiency 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 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. Employees currently at grade level OT-18 who are completing proficiencies per section IV above will not be eligible for the 5% increase awarded for progressing from OT-17 to OT-18.
- 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 Water/Wastewater Dispatcher I and II Progression and Proficiency Development Plan will apply only to regular full-time employees.