



PROGRESSION & PROFICIENCY **DEVELOPMENT PLAN**

Thank you for your interest in the Progression & Proficiency Development Program. By participating in the program, you're taking ownership of your career and future path at the City of Tulsa.

The City of Tulsa recognizes the value in employee development and strives to encourage and reward those who improve their skills. The Progression and Proficiency Development Plan clearly communicates how department management may award additional pay for employees who obtain skills and training beneficial to the City.

****Employees may earn a pay increase for each proficiency and progression upon completing each section of the required criteria outlined below.****

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FLEET TECHNICIAN I

PROFICIENCY PAY INCREASE OPPORTUNITIES

1st Proficiency Pay Increase: Employee will be eligible for a 1-step pay increase after:
(1) Obtaining Preventive Maintenance (PM) level Automotive Service Excellence (ASE) certification (G1 or T8) if not previously obtained; **and**,
(2) Obtaining 609 Motor Vehicle A/C License; **and**,
(3) 3 months as a Fleet Technician I

2nd Proficiency Pay Increase: Employee will be eligible for a second 1-step pay increase after:
(1) Obtaining ASE certification, or obtaining Ford electrical certification or equivalent Original Equipment Manufacturer (OEM) training certification; **and**,
(2) Completing one (1.0) course credit from an internal City of Tulsa Development Training course(s), not previously taken; **and**,
(3) 9 months as a Fleet Technician I

PROGRESSION

Employee will be eligible to progress to a Fleet Technician II after completing both proficiencies **and**:
(1) Obtaining ASE certification, or obtaining a second Ford certification or equivalent OEM training certification; **and**,
(2) Completing one (1.0) course credit from an internal City of Tulsa Development Training course(s), not previously taken; **and**,
(3) 24 months as a Fleet Technician I



FLEET TECHNICIAN II

PROFICIENCY PAY INCREASE OPPORTUNITIES

1st Proficiency Pay Increase: Employee will be eligible for a 1-step pay increase after:

- (1) Obtaining a 3rd and 4th ASE certification (T or A series), or obtaining a 3rd Ford certification, or equivalent OEM training certification; **and**,
- (2) 3 months as a Fleet Technician II

2nd Proficiency Pay Increase: Employee will be eligible for a second 1-step pay increase after:

- (1) Obtaining a 5th and 6th ASE certification (T or A series), or obtaining a 4th Ford certification, or equivalent OEM training certification; **and**
- (2) Completing one (1.0) course credit from an internal City of Tulsa Development Training course(s), not previously taken; **and**,
- (3) 9 months as a Fleet Technician II

PROGRESSION

Employee will be eligible to progress to a Fleet Technician III after completing both proficiencies **and**:

- (1) Obtaining Master ASE certification (T or A series), or equivalent OEM training certification; **and**,
- (2) Completing one (1.0) course credit from an internal City of Tulsa Development Training course(s), not previously taken; **and**,
- (3) 24 months as a Fleet Technician II



FLEET TECHNICIAN III

PROFICIENCY PAY INCREASE OPPORTUNITIES

1st Proficiency Pay Increase:

Employee will be eligible for a 1-step pay increase after 6 months as a Fleet Technician III **and:**

Fire Garage

- (1) Obtaining Emergency Vehicle Technician (EVT) Level I certification; **and,**
- (2) Completing one (1.0) course credit from an internal City of Tulsa Development Training course(s), not previously taken

Light and Heavy Repair Garages

- (1) Obtaining and holding 5 Ford certifications from the Asset Management Department (AMD) approved systems, or equivalent OEM training certification; **and,**
- (2) Completing one (1.0) course credit from an internal City of Tulsa Development Training course(s), not previously taken

2nd Proficiency Pay Increase:

Employee will be eligible for a second 1-step pay increase after 12 months as a Fleet Technician III **and:**

Fire Garage

- (1) Obtaining EVT Level II certification; **and,**
- (2) Completing one (1.0) course credit from an internal City of Tulsa Development Training course(s), not previously taken

Light and Heavy Repair Garages

- (1) Obtaining and holding 6 Ford certifications from the AMD approved systems, or equivalent OEM training certification; **and,**
- (2) Completing one (1.0) course credit from an internal City of Tulsa Development Training course(s), not previously taken

3rd Proficiency Pay Increase:

Employee will be eligible for a third 1-step pay increase after 24 months as a Fleet Technician III **and:**

Fire Garage

- (1) Obtaining EVT Level III certification; **and,**
- (2) Completing one (1.0) course credit from an internal City of Tulsa Development Training course(s), not previously taken

Light and Heavy Repair Garages

- (1) Obtaining and holding eight (8) Ford certifications from the Asset Management Department approved systems, or equivalent OEM training certification; **and,**
- (2) Completing one (1.0) course credit from an internal City of Tulsa Development Training course(s), not previously taken

NOTE: Pay increases in this plan are awarded in accordance with Personnel Policies and Procedures Section 209 and any applicable collective bargaining agreement. More information can be found at: www.cityoftulsa.org/progression
Refer to the Fleet Technician Progression and Productivity Program Policies and Procedures Document on the City website for more information and contact department management with any questions.



Request for Progression

EMPLOYEE INFORMATION

Employee's Name: _____ Phone #: _____

Employee's Date of Hire: _____ Date to Class _____

Supervisor's Name: _____ Phone #: _____

Supervisor's Title: _____ Employee's Title: _____

Attendance:

The following attendance information must be completed by payroll clerk.

Usage within the last 12 months:

Sick Leave _____ hours LWOP _____ hours Sick Leave Accrual _____ hours

Payroll Clerk Signature: _____ Date: _____ Phone #: _____

REQUEST

I would like to be reviewed for the following:

<input type="checkbox"/> Fleet Technician I	<input type="checkbox"/> Fleet Technician II	<input type="checkbox"/> Fleet Technician III
<input type="checkbox"/> 1 st Proficiency	<input type="checkbox"/> 1 st Proficiency	<input type="checkbox"/> 1 st Proficiency
<input type="checkbox"/> 2 nd Proficiency	<input type="checkbox"/> 2 nd Proficiency	<input type="checkbox"/> 2 nd Proficiency
<input type="checkbox"/> Progression to Fleet Technician II	<input type="checkbox"/> Progression to Fleet Technician III	

EMPLOYEE: By signing and submitting this form, I attest that I have completed all requirements and attached all corresponding documentation which will be used to evaluate my request for a proficiency or progression increase. I am performing the responsibilities required for my level and have completed the appropriate coursework, training and/or other requirements.

Employee's Signature: _____ Date: _____

MANAGEMENT: By signing and submitting this form, I attest that, to the best of my knowledge, the employee has completed all requirements and attached all corresponding documentation which will be used to evaluate the request for a proficiency or progression increase. I confirm that the employee is performing the responsibilities required for the position and has completed the appropriate coursework, training and/or other requirements.

Supervisor's Signature: _____ Date: _____

Dept. Director Signature: _____ Date: _____

Policies & Procedures

- I. An employee must be demonstrating increased productivity for the department due to the development of knowledge, skills and abilities. All proficiency and progression increases require the employee to have received a proficient performance evaluation (PPR) for the most recent rating period.
- II. An employee must meet the same requirements as promotional candidates regarding absenteeism and performance ratings. An employee must be competently performing the appropriate duties and responsibilities of the level in which they want to progress.
- III. Normally, upon progression an employee in the step portion of the pay system is paid at the step of the higher pay grade that provides at least ten percent (10%) increase, not to exceed the top step of the pay range. Proficiencies increases shall be one pay step in the relevant pay grade. See section 209 of [Section 200 - Classification, Compensation and Hours of Work](#) for more information.
- IV. Employees will not be allowed to promote within the progression family nor may they skip proficiencies or progression levels. Employees must remain in grade for the time specified in the progression criteria document. New hires can be hired at any level.
- V. Employees may not go back and complete proficiencies in classifications lower than their current classification.
- 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 for the action
 - C. Position Action for the action
 - D. Documentation to verify all required training, certification, and other criteria have been completed
 - E. Progression and/or Proficiency Request Form as applicable

Certification and training specifications are subject to the approval of the department director and based on operational needs. Employees should consult with their supervisor before completing training and/or obtaining certifications to ensure they are completing the relevant requirements. For the currently listing of City of Tulsa Development Training, please see the [development course catalog](#) and City Communications Department emails including City Connections News You Can Use and/or the monthly My Foundations newsletter. Final decisions on applicability of requirements pertaining to training and certification are at the discretion of the Personnel Director or designee.
- VIII. The Job Progression action shall be subject to the labor agreement grievance procedure.
- IX. The Progression and Proficiency Development Plan will apply only to regular full-time employees.