

<p style="text-align: center;"><b>PARKING INSPECTOR PROGRESSION AND PROFICIENCY PLAN POLICIES AND PROCEDURES</b></p>
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**IMPORTANT INFORMATION TO REMEMBER REGARDING ELIGIBILITY TO PROGRESS and/or  
OBTAIN PROFICIENCIES:**

- I. An employee must be demonstrating increased productivity for the section 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 duties and responsibilities of the level in which they want to progress.
- IV. Current employees actively placed at a progression step level will not be allowed to skip progression levels after placement. All progression criteria and time in grade requirements must be met before an employee may progress to the next level. New hires can be hired in at any level but must still complete previous step level progression criteria for all steps they skipped.
- 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 (10%) increase in base salary, not to exceed the top step of the range.
- VI. Proficiency increases shall be one pay step in the relevant pay grade.
- VII. The eligibility for Step Pay Increase (SPI) will not be affected and shall not be substituted by the job progression pay increase.
- VIII. Employees in the Parking Inspector II, III, and IV classifications may, upon completion of the required proficiencies for their classification, go back and complete proficiencies in the pay grades of lower Parking Inspector progressions or job description proficiencies only if they were unable to complete due to the implementation date of the Parking Inspector Progression and Proficiency Development Plan. However, in no case shall an employee exceed the top step of their respective pay range.
- IX. 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 for progression. 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 Request Form
- X. The Job Progression action shall be subject to the labor agreement grievance procedure.
- XI. The Parking Inspector Progression System will apply only to regular full-time employees.
- XII. Internal employees transferring to Parking Inspector II, III, or IV 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.)