

**PLANS EXAMINER/CODE OFFICIAL  
PROGRESSION AND PRODUCTIVITY PROGRAM  
POLICIES AND PROCEDURES**

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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 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 Plans Examiner I, II, and III criteria document or Plans Examiner I, II, and III job descriptions. Employees must remain in grade for the time specified in the Plans Examiner I, II, and III progression criteria document and proficiencies in the Plans Examiner I, II, and III 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 ten (10%) percent increase in base salary, not to exceed the top step of the pay range.
- VI. Proficiency increases shall be one pay step in the relevant pay grade.
- VII. Employees in the Plans Examiner I, II, and III Building Plans Review classifications may, upon completion of the required proficiencies for their classification, go back and complete proficiencies in the pay grades of lower Plans Examiner progressions or job description proficiencies, only if they were unable to complete due to the implementation date of the Plans Examiner/Code Official Progression and Proficiency Development Plan. However, in no case shall an employee exceed the top step of their respective pay range.
- VIII. The eligibility for Step Pay Increase (SPI) will not be affected by the job progression pay increase except as specified in the progression criteria document and the job descriptions.
- IX. 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. Plans Examiner I, II, or III Building Plans Review Request for Progression Form (this same form is used for both proficiency and progression increase requests).

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- X. The Job Progression action shall be subject to the labor agreement grievance procedure.
- XI. The Plans Examiner/Code Official Progression and Proficiency Development Plan will apply only to regular full-time employees.
- XII. Internal employees transferring to Plans Examiner I, II, and III 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 affect 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.)