

**OFFICE ASSISTANT AND OFFICE ADMINISTRATOR
PROGRESSION AND PRODUCTIVITY PROGRAM
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. **Employees requesting proficiency or progression increase must not be on a City Performance Improvement Plan at the time of the request.**
- III. An employee must be competently performing the appropriate duties and responsibilities of the level to which they want to progress.
- IV. Employees will not be allowed to skip proficiencies unless otherwise stated on the Office Assistant II and III or Office Administrator I or II criteria document or Office Assistant II and III or Office Administrator I or II job descriptions. Employees must remain in grade for the time specified in Office Assistant II and III or Office Administrator I or II progression criteria document and proficiencies in the Office Assistant II and III or Office Administrator I or II job description. New hires can be hired at any level.
 - a. Tests or certifications required as part of the progression plan may be taken twice in a twelve (12) month period. Employees who fail to pass must wait an additional six (6) months from the date of the second test to retest.
- V. Upon progression an employee shall normally be paid at the lowest pay step in the higher pay grade that results in the minimum percent increase in base salary as stated in policy, 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 currently in the Office Assistant II and III or Office Administrator I or II classifications may, upon completion of the required proficiencies for their classification, go back and complete proficiencies in the pay grades of lower Office Assistant II and III or Office Administrator I or II progressions or job description proficiencies only if they were unable to complete due to the implementation date of the Office Assistant II and III or Office Administrator I or II 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. Personnel Action Form for the action
 - B. Position Action Form for the action

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- C. Office Assistant II and III or Office Administrator I or II Request for Progression Form (this same form is used for both proficiency and progression increase requests).
 - D. Any applicable documentation, such as reports, minutes, or test scores, as outlined in the Criterion Document or the Request to Progress Documentation
- X. The Job Progression action shall be subject to the labor agreement grievance procedure.
- XI. The Office Assistant II and III or Office Administrator I or II Progression and Proficiency Development Plan will apply only to regular full-time employees.
- XII. Internal employees transferring to Office Assistant II and III or Office Administrator I or II may be progressed by their (new) department after completion of the 90-day probationary period. All documentation and evaluations must be completed for employees making such transfers to meet the eligibility requirements for 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.)