SECTION 200

Classification, Compensation, and Hours of Work
209. **Pay Rate in Progression**  

A progression is constituted by movement from one pay grade to a higher pay grade within an approved progression system after attainment of required education, experience and training.

.1 Employees covered under the terms of a collective bargaining agreement should refer to the applicable agreement for pay rate in progression.

.2 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 a ten percent (10%) increase.

.3 Upon progression an employee in the open range is paid 10 percent (10%) above the previous rate of pay or the minimum of the new pay range, whichever is greater.

.4 Employees receiving progression proficiency increases that are in the step portion of the pay range will be placed in the next higher pay step. Employees in an open range will receive a 1-step equivalent increase. Per PPPM 201.4, at no point may an employee's pay exceed the maximum of the pay range for that classification.

.5 Employees in progression plans must complete proficiency steps in the order outlined in the respective plan. Employees will not be allowed to skip proficiencies unless otherwise stated on the respective criteria document or job description. Employees must remain in grade for the time specified as outlined in the progression criteria document and/or job description.

.6 Effective 2/15/2024, employees may no longer go back and complete proficiency steps in levels lower than their current classification level.

.7 Effective 1/24/2024, individual progression program policy and procedure documents that were created along with individual progression program criteria documents will be abolished. Instead, approved job descriptions, progression criteria documents, and PPPM Sections 200, 700 and any appendices will outline any relevant procedural information and requirements.

.8 This policy supersedes all other progression document language regarding rates of pay for progression and progression proficiency increases, including those being abolished as outlined in PPPM 209.7 above. The pay rate for progression increases or progression proficiency increases shall not exceed the maximum of the pay range for that position.