

# **GRAPHICS SPECIALIST PROGRESSION AND PRODUCTIVITY PROGRAM POLICIES AND PROCEDURES**

## **IMPORTANT INFORMATION TO REMEMBER REGARDING ELIGIBILITY TO PROGRESS:**

- I. An employee must demonstrate 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 levels. All criteria will need to be met before an employee may progress to the next level.
- V. All coursework taken for progression purposes will be from an accredited college or university.
- VI. Upon approval of a progression by the Human Resources Department, the employee's ten percent (10%) increase will be effective the beginning of the next pay period.
- VII. 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.
- VIII. If an employee laterally transfers to another position within the progression family, they must serve a minimum of three (3) months in that position before they are eligible to be considered for progression to the next level.
- IX. Upon employment, an employee will be appointed to one of the first four graphics specialist levels based on the individual's previous experience and educational level and the needs of the department. Once appointed, the employee will be considered for progression to the next higher level upon completion of all required criteria for that level and Human Resources Department approval.
- X. In addition to other criteria employees must complete one (1) year with the City of Tulsa in a grade level before eligible to progress to the next higher level classification.