

PLANS EXAMINER/CODE OFFICIAL 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. External candidates who meet the education and experience requirements, but not the license/certification requirements may be hired at a lower paygrade if the candidate agrees to a development plan to gain the necessary license/certifications. The development plan will be approved in advance by the appointing authority and Personnel Director
- X. Application for Senior Code Official will be considered by the Senior Code Official Review Board consisting of the following: Human Resources Director or Designee, Public Works Director, Deputy Director of Development Services, and Architectural Department Chairman at Oklahoma State University. The board's responsibilities are to review the applicant's performance immediately prior to making applications and to review "responsible charge" in specialty work submitted as part of the application.
- XI. A higher level Code Official/Examiner who chooses to move into a lower level position (i.e. Plans Examiner III to a Eng. II) would be required to take a demotion in accordance with the Personnel Policies & Procedures.