

**COUNCIL ADMINISTRATIVE AIDE  
PROGRESSION AND PRODUCTIVITY PROGRAM  
POLICIES AND PROCEDURES**

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

- 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 levels. All criteria will need to be met before an employee may progress to the next level.
- V. All course work 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. All new Council Administrative Aides will begin at the Council Administrative Aide I or II level
- IX. Upon implementation candidates will be placed at the appropriate level commensurate with the individual's skill, education and experience.