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.