

**TRADES WORKER
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 to 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. Employees must remain in grade for one (1) year before progressing to the next level. New hires may be hired at any level if all requirements are met.
- V. If a vacancy occurs at any level within the Progression, the position will be advertised internally and externally as the relevant Worker I classification.
- VI. Upon approval of a progression by the Human Resources Department, the employee's increase will be effective the beginning of the next pay period.
- VII. Eligibility for Satisfactory Performance Increases (SPI) or Special Merit Increases (SMI) will not be affected by the progression pay increase.
- VIII. 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.