

**TRAFFIC SIGNAL TECHNICIAN
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. Employees must remain in grade for a minimum of one (1) year before progressing to the next level (see progression criterion document). New hires can be hired at any level.
- V. Upon progression an employee shall normally be paid at the lowest pay step in the higher pay grade that results in a minimum five percent (5%) increase in base salary, not to exceed the top step of the range.
- VI. The eligibility for Satisfactory Performance Increase (SPI) will not be affected by the job progression pay increase.
- 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. This documentation must include:
 - A. Performance Evaluation for the employee
 - B. Personnel Action Form for the action
 - C. Position Action Form for the action
 - D. Request Form
- VIII. The Job Progression action shall be subject to the labor agreement grievance procedure.
- IX. The Traffic Signal Technician Progression System will apply only to regular full time employees.
- X. Internal employees transferring to Traffic Signal Technician classifications may be progressed by their (new) department after completion of the 90 day probationary period. All documentation and evaluations must be completed on employees making such transfers to effect a progression. (These employees must complete six (6) months of continuous classified employment within the City after initial appointment prior to consideration and meet stipulations outlined in numeral IV.)