IMPORTANT INFORMATION TO REMEMBER REGARDING ELIGIBILITY TO PROGRESS:

1. An employee must be demonstrating increased productivity for the department due to the development of knowledge, skills and abilities.

2. An employee must meet the same requirements as promotional candidates regarding absenteeism and performance ratings.

3. An employee must be competently performing the appropriate duties and responsibilities of the level in which they want to progress.

4. All coursework taken for progression purposes will be from an accredited college or university with the exception of a substitution for 6 hours coursework given for the completion of the Water and Wastewater operator training (California Course Volumes I & II).

5. Upon approval of a progression or proficiency by the Human Resources Department, the employee's increase will be effective the beginning of the next pay period.

6. Supervisors and Department Heads should review, approve (if justified & pending #7) and submit the progression paperwork to the Human Resources Department within two (2) weeks of receiving a request from an employee. Employees will not be allowed to skip levels. All criteria will need to be met before an employee may progress to the next level.

7. In approving or denying progression requests, management’s first priority is to maintain operational staffing Levels. Management and/or Human Resources will also maintain the integrity of the progression system. Any perceived manipulation or misuse contrary to the intended purpose of the progression system will not be tolerated.

Normally, hiring will be at the TPO I, LT-16 level; however, applicants will be hired at the level qualified. Applicants signing an Apprentice Contract must agree to meet the requirements as outlined in the Apprentice Treatment Plant Operator Program.