

CONSTRUCTION INSPECTORS 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 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 coursework 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. Upon approval of a proficiency increase the employee's 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. If an employee laterally transfers to another position within the progression family, they must serve a minimum of three (3) months in that position before they are eligible to be considered for progression to the next level.
- IX. In situations where Module training is unavailable, employee may substitute an additional 3 hours of college coursework in construction technology for each one (1) required module. Completion of module training is preferred if available at the time of progression. NICET Certification programs can be substituted for applicable module training as approved by the department. NICET Certification cannot be substituted for college coursework.