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 coursework taken for progression and proficiency increase purposes will be from an accredited college or university.

VI. An employee's pay increase will be effective the next regular pay period following approval of a progression or proficiency increase by the Human Resources Department.

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.