

# **ENGINEERING SERVICES 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.
- 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. Upon employment an employee will be appointed to one of the first four engineering levels based on the individual's previous experience. Once appointed, the employee will be considered for progression to the next higher level upon completion of all required criteria for that level and Human Resources Department approval.
- X. Application for Senior Engineer will be considered by the Senior Engineering Review Board consisting of the following: Human Resources Director or Designee, Public Works Director, Deputy Director of Engineering Services and Civil Engineering Department Chairman at Oklahoma State University. Their responsibilities are to review the applicant's performance immediately prior to making applications and to review "responsible charge" engineering work submitted as part of the application.
- XI. A higher level Engineer who chooses to move into a lower level position (i.e. Eng. III to an Eng. II) would be required to take a demotion in accordance with the Personnel Policies & Procedures.