

**TRADES WORKER
REQUEST FOR PROGRESSION**

NOTE: This request is to be used as a cover sheet/checklist for the progression packet after all requirements are met.

GENERAL INFORMATION: (Please Print)

Employee's Name: _____ Phone Number: _____

Employee's Date of Hire: _____ Date to Class _____ Employee's tenure in current position: _____

Supervisor's Name: _____ Phone Number: _____

Supervisor's Title: _____ Length of time you have supervised employee: _____

Current Classification: (Please check appropriate response)

Helper (LT-13)

Worker I (LT-14)

Worker II (LT-15)

NOTE: The following must be completed by attendance keeper.

Usage within the last 12 months: Sick Leave _____ hours LWOP _____ hours Sick Leave Accrual _____ hours

Signature of person verifying attendance: _____ Date: _____ Phone # _____

REQUEST: I would like to be reviewed for the following progression or proficiency increase:

Helper Proficiency Increase

To Become Worker I Worker I, 1st Proficiency Increase Worker I, 2nd Proficiency Increase

To Become Worker II Worker II Proficiency Increase

PROGRESSION CHECKLIST OF SUBMITTED DOCUMENTATION:

Education (Official copy of transcript(s))

Rating of "Proficient" or above on last review

Appropriate years **experience only:**

Six (6) months as Helper for Proficiency Increase

Two (2) years experience in heavy manual labor to become Worker I

Six (6) months as a Worker I to be eligible for 1st Proficiency Increase

Nine (9) months as a Worker I to be eligible for 2nd Proficiency Increase

Three (3) years experience in heavy manual labor to become Worker II

Six (6) months as a Worker II to be eligible for Proficiency Increase

Successful completion of: (check all required)

one (1) Communications training course Worker I demonstrated skill proficiency at competent level Phase I –

Basic Heavy Equipment Operations Safety City of Tulsa training one (1) internal Human Relations training course

Worker II demonstrated skill proficiency competent level Phase II Backhoe/Trackhoe City of Tulsa training

Possession of a valid Class "A" Commercial Driver's License

Date Received _____

Possession of a valid Class "B" Commercial Driver's License

Date Received _____

Possession of Applicable Class "D" Water Wastewater License(s)

Date Received _____

Possession of Service Tech Certified from OK State Dept of Agriculture

Date Received _____

Other appropriate technical license(s) List _____

I have attached all the required documentation as stated in the Trades Worker Criterion Document and corresponding policies and procedures to be used to evaluate my request for progression. I am performing the responsibilities required for my level and have completed the appropriate coursework, training and certifications.

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____