I. PURPOSE

Goal/Objective

Provide career development and develop higher skill levels for Building Environmental Technicians within Facility Services to increase efficiencies to allow up to a 5% increase in average assigned square footage per FTE while consistently maintaining the same service level (APPA level 3). Staff who are able to meet the progression plan requirements for a particular progression step will be eligible for a salary increase up to the pre-defined level for that step.

Scope

The Career Progression Plan only applies to permanent staff within Facility Services who are currently in the Building Environmental Technician career band and whose salary is below the market rate for their competency level (Contributing, Journey, or Advanced).

II. PROCEDURES

A. Career Progression Plan (CPP)

Definition

The CPP provides a path for Building Environmental Technicians to enhance skill and competency levels and meet other requirements to increase work efficiencies. The intent of the CCP is that, upon successful completion of the requirements defined for each progression step, the employee will receive a salary increase to the salary at the next progression step within their career band competency level and be assigned greater responsibility.

Prerequisites

There are two prerequisites for participating in the CPP:

- The department must have an operational need for the higher level competency and
- The employee must be interested in attaining a higher level of skill and competencies.

Eligibility for CPP Participation

Permanent employees in the Building Environmental Technician career band are eligible for participation in a career progression plan if they meet the following criteria:

- Have completed at least one year of service within Facility Services (if less than one year of service, can enroll in June of each year with supervisory approval)
• Current salary is below the 100% market rate for career band and competency level
Temporary employees are not eligible for the CPP.

B. Procedure for Participation in the CPP

1. All employees desiring to participate in the CPP must complete the Career Progression Plan Request form and submit it to their supervisor. Employees with less than one year of Facility Services experience may enroll in the Plan each June with supervisory approval.

2. The supervisor reviews the request and performs an initial check to see if the employee is eligible for the CPP.

3. The supervisor determines the eligibility of the employee to participate in the CPP by completing the Career Progression Plan Eligibility form.

4. If the employee is ineligible, the supervisor gives the completed Career Progression Plan Eligibility form to the employee and explains the reason(s) for ineligibility. However, the supervisor should encourage an employee to participate in training at the appropriate level and, if the employee is interested, prepare a training schedule even if the employee is ineligible.

5. If employee is eligible, the supervisor will prepare the following:

   • A completed Career Progression Plan Eligibility Form indicating that participation in the Plan has been approved and the proposed working title for the next career progression. The next progression step for the employee is based on their current salary and career band/competency level and, for journey-level where more than one track is available, the preference of the employee.

   • A Career Progression Action Plan that indicates all the requirements needed for the next progression step including the training schedule and proposed completion date. The proposed completion date shall be at least one year from the date of the Action Plan and shall incorporate the service requirements for the next progression step and the time needed to complete all training. Employee hire dates and time within current working title shall be available on the W: drive.

   • The supervisor shall complete the training schedule in collaboration with the employee to avoid scheduling conflicts. A position description summary for the next progression step shall also be attached to the Action Plan so that the employee will know the job responsibilities of the next progression. The supervisor shall give a copy of the completed Action Plan package to the employee.

6. Employee and supervisor will review progress during the performance management review process.
7. Supervisor determines at the time of the next annual appraisal if an employee has met the requirements for a career progression to the next step.

8. If the employee has met the requirements for a career progression, the supervisor shall submit the necessary forms and a memo to the Assistant Director for Facility Services and the Director of Facilities Operations indicating that the employee has completed the requirements, requesting the corresponding salary increase, and stating how the enhanced efficiency will be implemented (e.g., increased square footage, etc.).

9. If career progression request is approved, the supervisor shall revise the employee’s Position Description and submit for approval.

10. The necessary forms are submitted by the Director’s Office for the salary increase associated with the career progression.

11. Once all approvals are received, the Administrative Assistant for the Director shall update the information on the W: drive regarding the effective date of the career progression.

- Each level of a Career Progression requires at least one year for completion. The length of time required is based on the time it will take the employee to attain the qualifications, knowledge, skills, and abilities required by the higher level work and fulfill all other requirements for the career progression.

- Only one career progression is allowed per fiscal year per eligible employee.

C. Compensation

1. Career progression is an increase to the employee’s current salary and is awarded when the employee achieves and demonstrates the skills, competencies, and other requirements indicated in the Career Progression Action Plan.

2. All career progressions shall be requested by the supervisor upon completion of all requirements by the employee by submitting for approval to the Assistant Director for Facility Services and the Director of Facilities Operations.

3. If the career progression is approved, the supervisor shall revise the Position Description for the employee showing the new working title and submit for approval. Once approved, the Position Description along with the necessary forms for a corresponding salary increase will be submitted by the Director’s Office for approval.

4. Salary increases are subject to restrictions and conditions from the North Carolina Office of State Human Resources.

5. Salary increases are currently capped at the market rate for each competency level.
D. Training for Staff Not Eligible for Career Progression Due to Salaries At or Above Market Rate

1. Staff whose salary is at or above the market rate for their competency level are not eligible for a career progression. However, staff in this category can request to be enrolled in the training program for the first progression step of the competency level above their current competency level. For example, someone at or above market rate for the Journey competency level can enroll in the training program for the Zone Assistant I at the Advanced competency level. This will better prepare them for promotion when a vacancy occurs.

2. For staff whose salary is at or above the market rate for the Advanced competency level, submitting a request for enrollment in the training defined for the Zone Assistant is strongly encouraged to enhance their skills and abilities. Once this training is completed, an individualized training plan to help prepare them for supervision can also be developed upon request.

E. Additional Responsibility

1. As noted above, staff who are granted a career progression will be assigned additional responsibilities to utilize their increased abilities and skills.

2. Staff who choose not to participate in the CPP or who are ineligible for a career progression will also be assigned additional responsibilities as required to meet operational needs and to ensure the equitable assignment of responsibilities for those at the same competency level. It is for this reason that participation in the CPP or, for those who are ineligible, enrollment in the training program is strongly recommended to help prepare them for additional responsibility.