

# Pay Plan Level-Up Procedures

## Chapter 7.25

**Date:** August 2020

**Revised:**

**Submitted By:** Training

**Approved By:** Fire Chief

### Purpose

To provide guidance to ACFR employees in the process of submitting educational requirements for leveling-up in the Pay Plan.

### Definitions

- Level-Up-
- Eligibility Dates

### Procedures

- Procedures (Level-up Eligibility Dates)
  - Target Solution will be utilized for the Level-Up process
  - All the Level-Up requirements will be assigned as credentials to each employee and can be accessed by the “My Credentials” tab located on the task bar (left side of home page)
  - All employees will be assigned the credential of the Level they are eligible for next (Level 1 employees will have Level 2 credential assigned)
  - Employees will be able to submit the requirements found in each credential. (Credit hours, certificates, etc.)
  - Technical Services will validate all the completions submitted prior to and up to the Eligibility Dates.
  - All submissions must be entered by 00:00 on the eligibility date the employee is applying for (April 1<sup>st</sup> or October 1<sup>st</sup>).
  - Once validated, employees will see the progress percentage of their completion for that level.
  - On the Eligibility Date, Technical Services will run a completion report of all Level Up credentials and forward to The Technical Services Assistant Chief and ACFR Payroll.
  - When ACFR Payroll determines that the employee has met all the requirements for the Level-Up, they will submit the EAFs and send Technical Services a report. This report will be used to update the employee’s credentials to the next level of eligibility.
- Procedures (Newly Hired or Promoted Employees)
  - When an employee is newly hired or promoted, Technical Services will update the employee’s credentials to the next level of eligibility.
- Procedures (Mid-Cycle Level Changes)

- There are instances when an employee will be eligible for Level-up outside the eligibility dates based on the Collective Bargaining Agreement. These instances are as follows:
    - A Firefighter hired as a Trainee obtains the requirements to advance to FF Level 1 (State EMT Certification and Firefighter Minimum Standards)
    - A Rescue Lieutenant hired as at Level 1, obtains the requirements to advance to RLT Level 2 (Firefighter Minimum Standards)
    - A Rescue Lieutenant hired on or before 10/1/2019 or in HR hiring group FY19-08771 that obtains the ACFR EMS Leadership Course and Fire Officer 1 Certification (prior to 10/1/2021) will be eligible to advance to RLT Level 6.
  - Employees eligible under this section will be assigned the credentials for their next eligible level as well as the levels eligible as specified above.
  - The employees eligible under this section will be required to submit their qualifications into the appropriate credential on Target Solutions.
  - They are then required to email the Lieutenants assigned to the Training Division to request a validation.
  - The Lieutenants will then review and validate the qualifications. If they meet the requirements they will forward the report to the Technical Services Assistant Chief and ACFR Payroll.
- Procedures (Employees with 20+ Years of Service as of 10/1/2019)
    - Per Local 3852 Collective Bargaining Agreement, employees with 20+ years of service as of 10/1/2019 are eligible to advance to Level 2 October 2020 and Level 3 October 2021 without meeting the educational requirements for Level-up. However, other requirements of time in grade and discipline will still need to be met.
    - These employees will be assigned a separate credential labeled with their classification and “20+ years of service”.
    - This will allow them to validate their time in grade and provide documentation of their Level-up eligibility via exemption from the educational requirements.
    - When these employees complete Level 3 (20+ years), they will be assigned a 20+ years Level 4 credential which will require input of the educational requirements of Levels 2 and 3 of their current classification.
  - Procedures (Incumbent Rescue Lieutenants)
    - Rescue Lieutenants hired on or before 10/1/2019 or in HR hiring group FY19-08771 are able to advance from Level 6 to Level 7 without an Advanced Airway Course or Critical Care Paramedic. However, they must obtain an Advanced Airway Course and Critical Care Paramedic to advance to Level 8.
    - These employees are then assigned a separate credential for RLT levels 6, 7, and 8 labeled “(hired on 10/1/2019 or prior)”.
  - Additional Information

- An explanatory document with procedures as well as a tutorial video will be available on Target Solutions for all employees to view as needed.
- Any questions or concerns related to the procedures regarding Level-ups on Target Solutions shall be forwarded to Technical Services.