

## Advancement Opportunity Policy

The intent of this policy is to create an equitable salary advancement system for hourly Direct Service Providers (DSPs) that promotes personal and individual career development while supporting The Arc’s mission.

Initially implemented July 1, 2007, DSPs employed through The Arc of East Central Iowa can advance their level of pay by completing requirements in the following areas: performance, hours of service and ongoing education. Six (6) levels are available as listed below, have been updated with a new salary range effective July 1, 2008. After completion of new employee training, DSPs will be placed into a Level 1 status. In order to advance to a new level, a DSP must meet ALL required criteria for the next level.

### Advancement Scale Table

#### DSP Levels

		Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
<b>Minimum Requirements</b>	<b>Performance Evaluation</b> (existing evaluation)		Meets all expectations	Meets all expectations	Meets all expectations	Meets all expectations	Meets all expectations
	<b>Cumulative Service Hours</b>	0 – 239	240 – 499	500 – 999	1000 - 1999	2000 – 3999	4000 +
	<b>Cumulative AEUs</b>	New Employee Training	15	35	60	90	125
<b>Pay Rate</b>	<b>Respite* &amp; CDAC hourly rate of pay</b>	\$ 9.20	\$ 9.45	\$ 9.70	\$ 9.95	\$ 10.20	\$ 10.45
	<b>SCL hourly rate of pay</b>	\$ 10.35	\$ 10.60	\$ 10.85	\$ 11.10	\$ 11.35	\$ 11.60
	<b>IMMT hourly rate of pay</b>	\$ 9.70	\$ 9.95	\$ 10.20	\$ 10.45	\$ 10.70	\$ 10.95
	<b>Lead for Group or Getaway hourly rate of pay</b>	\$ 10.85	\$ 11.10	\$ 11.35	\$ 11.60	\$ 11.85	\$ 12.10

\* DSPs will earn an additional \$1.25 per hour per additional consumer during group respite service in the consumer’s home.

### Advancement

A review of DSP requirements for advancement will be monitored at least quarterly to determine DSPs meeting the criteria for movement to a new level. The review will include verification of hours worked, performance evaluation complete and AEU completion from the employee. Once verification is complete, an increase in the DSP’s level will go into effect the month following the completion of new level requirements. See the reverse side for an explanation of each of the level requirements.

### *Transition for Employees Hired Prior to July 1, 2007*

DSPs hired prior to July 1, 2007, were placed into Level 3 pay status but **were not** be given the Service Hours or AEUs for Level 3. To advance, the DSP must meet all Level 4 requirements. All previous Arc training will be counted towards AEUs regardless of the date, but non-Arc AEUs must be earned within two (2) years from submission date to The Arc. In addition, service hours completed between January 1, 2007 and June 30, 2007, will be counted toward Cumulative Service Hours. For example, a DSP hired December 15, 2006, who completed New Employee Training (approximately 10 hours) and worked 350 hours between January 1, 2007, and June 30, 2007, will have 10 AEUs and 350 service hours that can be used toward the requirements for advancement to Level 4. This means the DSP needs to earn 50 AEUs, provide 650 additional hours of service and have a performance evaluation that meets all expectations to advance to Level 4 status.

### Performance Evaluation

Performance Evaluations are completed after the first 90 days of employment and on an annual basis thereafter. A DSP may request a performance evaluation if they have met the service hours and AEUs requirements of a new level but have not met the evaluation requirements and do not have an evaluation scheduled within 90 days. See Policy 5.7 (Performance Reviews) in the Direct Service Provider Employee Manual for further information.

## **Arc Education Units (AEUs)**

AEUs embody The Arc's recognition of the importance of lifelong learning by its DSPs. AEU's can be awarded for trainings and self-study materials completed within two years from the date submitted, with the exception of New Employee Orientation, which will be awarded credit regardless of when it occurred. A list of all AEU materials and trainings can be obtained online at [www.arceci.org](http://www.arceci.org) or by contacting your supervisor at The Arc. The ways to earn AEUs are listed below.

### **Arc Trainings**

Arc sponsored trainings include New Employee Training and Continuing Education Training sessions. One (1) AEU will be earned for each hour of time spent in training. DSPs will not be paid for the time they spend at an Arc Training unless it is a requirement of their position, such as New Employee Training. A minimum of two (2) Arc sponsored trainings must be attended by DSPs to advance to a new level.

New Employee Training is offered at the beginning of a DSP's employment with The Arc and will be applied towards AEU attainment regardless of the date they occurred. For example, an employee hired in October of 2006, will be credited the hours of New Employee Training towards AEU attainment. Other trainings will be applied as AEUs that have been completed beginning July 1, 2006.

Continuing Education Training sessions are trainings that are not required for the position. These trainings will be offered throughout the year and will have an allotted AEU value. All Continuing Education Training sessions will be made accessible to all DSPs. Upcoming trainings are posted on our website at [www.arceci.org](http://www.arceci.org).

### **Self-Study Materials**

Self-study materials in The Arc Resource Library, such as workbooks, videos, articles, etc., are available for DSPs to use to earn AEUs. Each item has an allotted AEU value given after completion of the requirements for that item, such as read the article and complete a worksheet or watch the video and complete a quiz. A list of study materials can be obtained at the office or on our website at [www.arceci.org](http://www.arceci.org). DSPs may also utilize community resources such as local libraries or Grantwood AEA for books that are specific to disabilities. To ensure AEUs, all books obtained from sources other than The Arc should be pre-approved as an AEU before reading or using them.

### **Non-Arc Training Event**

Non-Arc trainings, workshops or classes that correlate directly to Arc services obtained within the last two years from date of submission, can be used towards AEU attainment. These training events must be specific to Arc services and DSPs must request approval of the training, workshop or class for AEU credit by completing a Non-Arc AEU Form. Proof of attendance will be required. If approved, DSPs can use related college coursework towards AEU attainment if the course is completed within two years from the date it is submitted. Listed below are the hours earned for events/classes.

One (1) Training or Workshop Hour	=	One (1) AEU
One (1) College Quarter Hour	=	Two (2) AEUs
One (1) College Semester Hour	=	Three (3) AEUs

## **Cumulative Service Hours**

Service hours are obtained by providing direct care to Arc consumers through services such as Respite, Daycare, Summer Day Program (SDP), Supported Community Living (SCL), etc. Service hours completed beginning January 1, 2007, can be used towards the requirements for each pay level. For example, if a DSP has provided 75 hours of service since October 1, 2006, but only 50 hours of those hours have been provided since January 1, 2007, the DSP may only use the 50 hours provided since January 1, 2007, towards Cumulative Service Hours.

**Note:** If a former employee re-engages employment with The Arc within six months of separation of employment or is a Summer Only employee who works continuous summers, all Cumulative Services Hours and AEUs will be reinstated upon re-engagement of employment. If an employee re-engages employment after six months, only AEUs may be reinstated if they meet the criteria in the policy above.