

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.

Effective July 1, 2007, DSPs employed through The Arc of East Central Iowa can advance their level of pay by completing the requirements in the following areas: performance, hours of service and ongoing education. Six (6) levels are available as listed in the table below. 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. Once a level is achieved, the DSP remains at that level until they move forward.

Advancement Scale Table

DSP Levels

		Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
Minimum Requirements	Performance Evaluation (existing evaluation)		Meets all expectations	Meets all expectations	Meets all expectations	Meets all expectations	Meets all expectations
	Cumulative Service Hours	0 – 249	250 – 499	500 – 999	1000 - 1999	2000 – 3999	4000 +
	Cumulative AEU's	New Employee Training	15	35	60	90	125
Pay Rate	Respite* & CDAC hourly rate of pay	\$ 9.10	\$ 9.35	\$ 9.60	\$ 9.85	\$ 10.10	\$ 10.35
	SCL hourly rate of pay	\$ 10.25	\$ 10.50	\$ 10.75	\$ 11.00	\$ 11.25	\$ 11.50
	IMMT hourly rate of pay	\$ 9.60	\$ 9.85	\$ 10.10	\$ 10.35	\$ 10.60	\$ 10.85
	Lead for Group or Getaway hourly rate of pay	\$ 10.75	\$ 11.00	\$ 11.25	\$ 11.50	\$ 11.75	\$ 12.00

* 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 on a quarterly basis to identify DSPs that have met the criteria for movement to a new level. The review will include verification that the DSP meets the criteria of hours worked, performance evaluation requirements, proof of AEU completion from the employee, etc. After 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 minimum level requirements.

Transition for Employees Hired Prior to July 1, 2007

DSPs hired prior to July 1, 2007, will be placed into Level 3 pay status but **will not** be given 500 Cumulative Service Hours or 35 AEU's. Therefore, DSPs must meet all Level 4 requirements, including performance evaluation expectations, providing at least 1000 hours of direct service and completing 60 AEU's to move into Level 4 status. Previous Arc training will be counted towards AEU's but the remainder of the 60 AEU's required to advance to Level 4 must be obtained beginning July 1, 2007. 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 prior to July 1, 2007, who completed New Employee Training (approximately 10 hours) and worked 350 hours between January 1, 2007, and June 30, 2007, will have 10 AEU's and 350 service hours that can be used toward the requirements for Cumulative Service Hours and AEU's needed to advance to Level 4. This means the DSP needs to earn 50 AEU's, 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. AEUs can be earned beginning July 1, 2007, with the exception of New Employee Training, which will be applied to AEU accumulation regardless of when it occurred. A list of all AEU materials and trainings can be obtained online at 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.

Continuing Education Training sessions are trainings that are not required for the position. These trainings will be offered at least once per quarter 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.

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.

Non-Arc Training Event

Non-Arc trainings, workshops or classes that correlate directly to Arc services obtained after July 1, 2007, 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 prior to the event. Proof of attendance will be required. If approved by a Program Manager, DSPs can use related college coursework towards AEU attainment if the course is completed after July 1, 2007. Listed below are the hours earned for events/classes.

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

Cumulative Service Hours

Service hours are obtained by providing direct care to Arc consumers through such services as Respite (1:1 or Group), 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.