

**GARDENER PROGRESSION
REQUEST FOR PROGRESSION**

- ❖ NOTE: This information is to be used as a cover sheet/checklist for the progression packet after all requirements are met
- Please retain a copy of the completed progression packet for your records.

GENERAL INFORMATION:

Employee's Name: _____ Phone Number: _____
Employee's Date of Hire: _____ Employee tenure in current position: _____
Supervisor's Name: _____ Phone Number: _____
Supervisor's Title: _____ Length of time you have supervised employee: _____

NOTE: The following must be completed by attendance keeper:

Usage within 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:

- | | |
|----------------------------------------------------------------------------|----------------------------------------------------------------------------|
| <input type="checkbox"/> Gardener I, 1 st Proficiency Increase | <input type="checkbox"/> Gardener I, 2 nd Proficiency Increase |
| <input type="checkbox"/> To become Gardener II | |
| <input type="checkbox"/> Gardener II, 1 st Proficiency Increase | <input type="checkbox"/> Gardener II, 2 nd Proficiency Increase |

PROGRESSION CHECKLIST OF SUBMITTED DOCUMENTATION:

- Official copy of high school transcript or GED Certificate
- Received a "Proficient" or better rating on last review.

Appropriate years **experience only:**

- Six (6) months as Gardener I to be eligible for 1st Proficiency Increase
- Nine (9) months as Gardener II to be eligible for 2nd Proficiency Increase
- One (1) year as Gardener I to be eligible for Gardener II
- Six (6) months as Gardener II to be eligible for 1st Proficiency Increase
- One (1) year as Gardener II to be eligible for 2nd Proficiency Increase

Successful completion of:

- Proof of required non-Safety training progression credit as required for each proficiency/progression
- Proof of required Safety training progression credit as required for each proficiency/progression
- Proof of Phase I – Basic Heavy Equipment Operations City of Tulsa training
- Proof of Oklahoma State Department of Agriculture Certified Applicator's License in the Ornamental and Turf category
- Proof of Oklahoma Class "B" Commercial Driver's License (CDL) Date Received _____
- One (1) external seminar or workshop (must attach certificate or other proof of attendance) equivalent to three (3) clock hours as approved by Department management
- One (1) external seminar or workshop (must attach certificate or other proof of attendance) equivalent to six (6) clock hours as approved by Department management
- Proof of current membership in a gardening/horticulture related organization approved the department
- Proof of Safety First Aid non-certification course
- "Proficient" rating on last final review

I have attached all the required documentation as stated in the Gardener 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 course work, training, and certification.

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____