

6. Job Descriptions, Work Performance, Reviews & Rate Increases and Promotions

6.1 Job Descriptions and Job Duties

ReGen maintains job descriptions for each job classification. Such job descriptions contain a general summary of the job duties, minimum and desired qualifications and background, essential job functions, and physical/environmental factors associated with performance of the job. Job descriptions are used for such purposes as employment advertising, selection testing including pre-employment medical assessments, work related injury physical assessments, and establishing performance expectations.

An employee's job responsibilities that are within the general scope, responsibilities and skills required, may change at any time during employment. From time to time, an employee may be asked to perform duties not specifically listed in the job description. An employee's cooperation and assistance in performing such other duties is expected.

6.2 Work Performance

Performance management is an ongoing process and is intended to ensure employees understand ReGen objectives and work expectations and are carrying out the duties they are employed to do in an effective and satisfactory manner. It is a continuous process of setting objectives, assessing progress and providing on-going coaching and feedback to ensure that employees are meeting the job objectives.

6.2.1 ReGen expects that its employees will:

- a) Perform their duties and comply with their responsibilities faithfully and effectively;
- b) Be courteous and professional in all their interactions at work;
- c) Respect proper protocol and the normal chain of command;
- d) Display proper personal conduct for the position;
- e) Not abuse the rights, privileges, and benefits provided by the employment with ReGen; and
- f) Maintain regular and predictable attendance

6.2.2 Supervisors and managers are responsible for evaluating employee performance and preparing, in writing, a performance evaluation for each employee. Performance evaluations become a permanent part of the employee's records. Employee shall sign and receive a copy of all written evaluations. As provided on the Performance Review form, employees may comment on their evaluation. The performance evaluation process includes the following:

- a) The supervisor and/or manager and employee will meet and openly and constructively discuss the employee's work performance during the review period, in all areas required for the position, as noted in the Performance Review form.
- b) The supervisor and/or manager will establish any objectives and outcomes for the next evaluation period.
- c) Training and development will be considered as part of the process.
- d) Outside of this formal process, employees are encouraged to raise any issues or concerns as they arise.

6.2.3 Performance evaluations will be prepared in the following instances:

- a) Probationary Period: Upon completion of six (6) months of employment for all new hires and three (3) months in new position for promotions or job transfers.
- b) Upon completion of the employee's first 12 months of service and annually thereafter.
- c) When an employee is promoted or demoted, the evaluation cycle is reset to begin with the effective date of the demotion or promotion.
- d) Whenever the employee's supervisor believes there has been a significant change in the employee's performance;

6.2.4 Employees who are not meeting performance standards (not satisfactory) in any area, may be placed on a Performance Improvement Plan (PIP) to ensure the employee understands the expectations and is provided specific guidance on what is needed to meet and sustain satisfactory performance. Should the improvement process be unsuccessful in improving an employee's performance, disciplinary action may be taken.

6.3 Employee Classification & Pay Schedules

6.3.1 ReGen's Employee Classifications and Salary Schedules are approved by the Board of Directors and include the position title and six (6) Rate Steps for each classification. New employees are normally hired at Step 1 of the Salary Range, unless a higher step is

authorized by the General Manager. The General Manager may authorize a start rate of up to Step 6, commensurate with the candidate's qualifications and experience.

6.3.2 Advancement within a salary range shall not be automatic. Step increases are based on merit and shall be given only if employee is meeting satisfactory performance standards, as determined by the employee's supervisor and/or manager.

6.3.3 Rate Step advancements are awarded as follows, contingent on employee meeting performance standards:

- a) Rate Steps 2 – 5 are generally awarded one year to each subsequent step.
- b) The General Manager may grant approval to accelerate Rate Step advancement for exceptional performance, at the request of the Department Director.
- c) Rate Step 6 is awarded after employee has been at Rate Step 5 for a period of at least three (3) years or has been continuously employed as a regular ReGen employee for at least 6.5 years (if hired prior to July 1, 1999) or for at least 7 years (if hired after to June 30, 1999). The minimum time at Rate Step 5 is one (1) year.
- d) Longevity-based rate adjustments shall be awarded in accordance with employee's respective MOU, if applicable.
- e) Unrepresented classifications: Employees hired before June 30, 2019, are eligible for a longevity adjustment of 2.5% of base pay after completing 10 years of service and 5.0% of base pay after completing 15 years of service.

6.4 Promotions

An employee who is promoted to a higher classification shall receive an increase of at least five (5) percent and the date of the annual performance review and rate step advancement shall be reset, based on the effective date of the promotion. The anniversary date shall remain the same for seniority purposes.

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