

Engineering Associate (EA) Progression Program

This Progression Program Policy has been developed to provide employees in Engineering Associate (EA) positions with the Kansas Department of Transportation (KDOT) the opportunity to enhance their learning experiences and advance their careers with KDOT. This Policy applies to all Divisions and working units in KDOT that employ Engineering Associates.

Candidates with an Undergraduate degree in Engineering

Candidates hired upon graduation from a college or university with an engineering curriculum acceptable to the Kansas State Board of Technical Professions (KSBTP) for licensure as a professional engineer under K.S.A. 74-7021 (Acceptable Curriculum), will be placed in a benefits eligible, non-exempt position as an unclassified Engineering Associate I (EA I) at an annual base rate of pay established by KDOT for the position at that time (Base Salary). The working title for the position will be determined by the hiring Division.

EA Program Requirements

Within one (1) year of their date of hire, an EA is expected to successfully complete the following requirements (EA Program Requirements):

1. Annual performance review rating of at least “Meets Expectations.”

Failure to Complete EA Program Requirements

Failure of the employee to successfully complete the EA Program Requirements within one (1) year of hire will result in a performance review rating of Needs Improvement or Unsatisfactory. The supervisor will then provide the employee with a Performance Improvement Plan (PIP) that details the needed improvements in performance. The employee will have 120 days to complete the requirements of the PIP. An unsuccessful employee will be subject to discipline up to and including termination.

Progression to EA II

After a minimum of one (1) year of acceptable work experience at the EA I level with KDOT (to include KDOT work experience gained in the Engineering Intern Program (EIP) with credit allowed proportionate to the total hours the individual was paid, excluding overtime hours, while in the intern program), certification as an Intern Engineer (IE) by KSBTP (IE Certification), and successful completion of the EA program requirements, the employee will be eligible to promote to a benefits eligible, non-exempt position as an unclassified Engineering Associate II (EA II). The working title of this position will be determined by the employing Division.

Candidates with a Graduate Degree

Candidates with a graduate degree in engineering, e.g. Master’s degree or above, from a college or university with an Acceptable Curriculum, will be placed in a benefits eligible, non-exempt

position as an unclassified Engineering Associate I (EA I). Upon obtaining a certification as an Intern Engineer (IE) by KSBTP (IE Certification), the employee will be promoted to a benefits eligible, non-exempt position as an unclassified Engineering Associate II (EA II). The working title of this position will be determined by the employing Division. These employees must complete the EA Program Requirements within one (1) year of hire date.

Candidates with Prior Engineering Experience

A candidate who graduated from a college or university with an Acceptable Curriculum, has obtained an IE certificate acceptable to KSBTP, and has applicable prior engineering work experience, shall be placed into the appropriate EA position and the working title will be determined by the Senior Manager of the office where the new employee will be assigned.

Progression to EA III

After one (1) year of acceptable experience at the EA II level with KDOT and successful completion of the EA Program requirements, the employee will be eligible to be promoted to a benefits eligible position as an unclassified, non-exempt, Engineering Associate III (EA III). The working title of this position will be determined by the employing Division.

Promotion to Construction Engineer

The Division of Field Operations maintains EA III field positions with the working title of Construction Engineer. Vacancies in these positions are filled through a competitive interview process. The Construction Engineer (EA III) position has added responsibility for managing employees and multiple projects.

Licensed Professional Engineer

An employee in an EA position who obtains a Professional Engineering (PE) license issued by the KSBTP shall be eligible to receive a one-time pay increase of 5%.

KDOT shall be excused from promoting, even if all relevant requirements are met, if the promotion is prevented or delayed, retarded or hindered by causes beyond the reasonable control of KDOT including, an epidemic, pandemic, quarantine, governmental action or inaction, and orders of government. Approval of promotion shall be dependent upon available funding.

Employee Signature

Date

Supervisor Signature

Date