

## Advancement Opportunity Policy

The purpose of the advancement opportunity policy is to create an equitable salary advancement system for part-time hourly Direct Service Professionals (DSPs) that promotes personal and individual career development while supporting The Arc’s mission.

In order to advance to a new DSP level, a DSP must meet ALL required criteria for the next level. New hire training, including orientation and documentation training, as well as mandatory training are not counted in cumulative service hours.

**AEU Advancement Table**

<b>Minimum Requirements</b>		DSP 1	DSP 2	DSP 3	DSP 4	DSP 5	DSP 6
	Performance Evaluation	N/A	Meets expectations	Meets expectations	Meets expectations	Meets expectations	Meets expectations
	Cumulative Service Hours	0-239	240-499	500-999	1000-1999	2000-3999	4000+
	Cumulative AEU Credits	0	15	35	60	90	125

**DSP Hourly Salary Matrix**

	DSP 1	DSP 2	DSP 3	DSP 4	DSP 5	DSP 6
Respite 1:1	\$10.15	\$10.40	\$10.65	\$10.90	\$11.15	\$11.40
In Home Group	\$11.15	\$11.40	\$11.65	\$11.90	\$12.15	\$12.40
SCL	\$11.95	\$12.20	\$12.45	\$12.70	\$12.95	\$13.20
CDAC	\$11.45	\$11.70	\$11.95	\$12.20	\$12.45	\$12.70
IMMT	\$11.45	\$11.70	\$11.95	\$12.20	\$12.45	\$12.70
Habilitation	\$11.95	\$12.20	\$12.45	\$12.70	\$12.95	\$13.20
Daycare/SVC Group Respite	\$10.65	\$10.90	\$11.15	\$11.40	\$11.65	\$11.90
Leads	\$12.70	\$12.95	\$13.20	\$13.45	\$13.70	\$13.95
Aides	\$7.75	\$8.00	\$8.25	\$8.50	\$8.75	\$9.00
Training*	\$7.50	\$7.50	\$7.50	\$7.50	\$7.50	\$7.50

\*Includes new employee training (including job shadowing) Arc mandatory training, and meet and greets.

### **Advancement**

A review of DSP requirements for advancement will be monitored at least quarterly to determine part-time DSPs who have met the requirements for advancement. The review will include verification of hours worked, completion of performance evaluation and AEU completion from the employee. In addition to meeting the advancement requirements, an employee must be in good standing. Once verification is complete, an increase in the pay level will go into effect the month following the completion of new level requirements.

*Please note: If a DSP has an active disciplinary action they will be ineligible for that quarter.*

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

AEUs embody The Arc’s recognition of the importance of lifelong learning by its DSPs. A list of all AEU materials and training and The AEU Advancement program is online on the [College of Direct Support](#) (CODS) website! This site is available 24x7 so that when you are ready, the courses are only a click away.

As a result of this change and in order to have all of your coursework in one space, AEU packets will no longer be accepted for AEU credit after 7/31/18. Non-Arc events can still be submitted for approval. If special accommodations are needed, please reach out to Human Resources.

Non-Arc trainings, workshops or classes that correlate directly to Arc services can be used towards AEU credits. These training events must be specific to Arc services and DSPs must request prior 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 credits. One AEU will be awarded for each semester hour successfully completed. Proof of class completion will be required. Classes completed prior to employment will not be considered for AEU attainment.

### **Cumulative Service Hours**

Service hours are obtained by providing direct care to Arc consumers through all hourly services including 1:1 Respite, Group Respite, Supported Community Living (SCL), Habilitation, CDAC, and IMMT.

**Note:** If a former employee re-engages employment with The Arc within 12 months of separation of employment, all Cumulative Services Hours and AEU's will be reinstated upon re-engagement of employment.