Tennessee Valley Authority

Engineering Graduate Progression Program

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Overview

This program is administered in accordance with TVA policies and procedures and union agreements and the graduate is subject to all TVA regulations affecting annual salary policy employees. Consistent implementation of this program across TVA, as well as within each business unit, is required. The TVA Engineering Graduate Progression Program (EGPP) is a jointly administered training program developed to address the continuing need for TVA to attract and retain high quality entry-level engineers that will progress to become senior level engineers in its work force.

The TVA EGPP Joint Committee is responsible for developing the general guidelines to be used within the program. The program has been designed to include developmental work assignments, demonstrated competencies, combined with formal, informal, online, and on-the-job training that will enable TVA level A engineers to become fully qualified level B senior engineers. The overall administration of this program is guided by the TVA EGPP Joint Committee members and specific business unit implementation is jointly administered by each of TVA's engineering organizations and the Engineering Association, Inc.

Objective

A. To provide a systematic approach to help level A engineers develop into, and be recognized as, highly qualified senior level engineers.

B. To provide consistent guidance and relevant work experience for level A engineers across TVA.

C. To prepare participants to perform a variety of duties in accordance with TVA standards.

D. To improve employee job efficiency and performance across TVA.

E. To ensure that TVA engineers continue to maintain recognition as experts and industry leaders.

Implementation

The Engineering Graduate Progression Program is intended for entry level engineers that are classified as level A employees with the exception of a small number of excluded positions.

1. The status of each incumbent level A engineer shall be evaluated by their immediate supervisor to determine which Individual Progression Program (IPP) requirements already have been met. This evaluation consists of reviewing demonstrated proficiencies, past TVA work assignments, completion of equivalent or exempt training, and other activities as they relate to IPP requirements. The immediate supervisor is responsible for assigning each engineer to the appropriate IPP. The supervisor will notify the EGPP Technical Training Representative of their selection.

2. The engineer is responsible for supplying their supervisor with documentation to satisfy any requirements that they believe have been met. The equivalency or exemption process should be used during this documentation, **Appendix B:** Equivalency and Exemption Guidelines. Specific results of this evaluation for each level A employee will become part of their required documentation in the Learning Management System (LMS) and in their EGPP notebook **APPENDIX A:** TVA Engineering Review Board Guidelines.

3. All level A engineers will progress through the program and will be expected to complete the entire program prior to being reclassified to the Senior Level (level B).

4. The level A engineer is responsible for documenting all training and experience. The immediate manager is responsible for reviewing all training and experience progress to ensure they are complete prior to the engineer submitting their electronic EGPP notebook to the EGPP Technical Training Representative to review.

5. Each level A engineer is subject to all TVA regulations affecting annual salary policy employees.

TVA EGPP Revisions Management Plan

Appendix D: LEVELS OF REVISION contains the requirements for updating, maintaining and approving changes to these guidelines. This process is designed to ensure consistency to the administrative controls and updates necessary in TVA.

Phases

The program consists of multiple development phases, as well as reward opportunities as the engineers progress toward the senior level. Each individual progression program will have three phases as listed below. Progression programs will not include training required by other programs for employee positions such as New Employee Experience, TVA wide training requirements, Safety and Environmental training, etc.

Common Phase I

Entry level engineers will enter a common phase 1 progression plan upon their initial employment at TVA. Every new level A engineer will complete this common phase, regardless of their discipline or organization. This phase will provide the engineer with basic knowledge about TVA, its business and operational practices, and their business unit's basic procedures. Formal, informal, online training and supervised developmental work assignments will be included to provide effective on-the-job training (OJT), consistent with business needs. Each level A engineer will be assigned a mentor, by their supervisor, who is a staff member within their organization. The mentor will assume the role of sponsor, teacher, and counselor for the level A employee. This period is expected to take 12 to 18 months to complete; however, it may take more or less time to complete.

Phase II

Phase II will consist of additional formal, informal, and “on-line” training; job specific qualifications, work assignments, and demonstrated job proficiencies. Moderate supervision will be provided during this phase. The last task to be completed within the engineer’s phase II is the phase II assessment review board. The purpose of this board is to allow the engineer’s engineering manager and peer engineering manager(s), within their business unit, to review the candidate and identify any experience needs, rotational assignments, skill gaps, etc. prior to their phase III. The progression board that occurs post-phase III will still be the final approval board prior to progressing to a senior level engineer. The engineer will not be a part of either board. This period is expected to last 12 to 24 months; however, it may take more or less time to complete.

Phase III

Phase III will consist of advanced work assignments, formal and informal training and development, specific job proficiencies, and qualifications. Minimal supervision should be required during this phase. This period is expected to last 12 to 24 months; however, it may take more or less time to complete.

Progression Plan Timeframe

A. For level A engineers with little or no pertinent experience, there is a minimum period of time expected to take to complete all phases of their progression plan, so that the individual becomes fully competent in their skills, and exhibits behaviors demonstrating maturity and leadership.

B. The TVA Engineering Graduate Progression Program Joint Committee has determined that each engineer's EGPP is expected to take 3-5 years to complete in order to achieve the level of judgment and independence it takes to perform as a Senior Level employee.

C. Any requests to convene an Engineering Review Board before the engineer has completed the minimum timeframe of 3 years must be approved by the TVA Engineering Graduate Progression Program Joint Committee. The Experience Review Form, Form 21344, should be completed and submitted to the EGPP Technical Training Representative. The EGPP Technical Training Representative will submit the form to the TVA EGPP Joint Committee. Unanimous consensus is required for approval.

Qualifications and demonstrated proficiencies for phases II and III have been developed for each job description and are required to be completed in order for the graduate to become a fully qualified Senior Engineer. Engineers will complete productive work assignments that will aid in applying training and in their technical development. A minimum of 3 years experience is expected to achieve this level of judgment and independence. Upon completion of all three phases and upon certification by the supervisor that the graduate has achieved the necessary level of judgment and independence, an overall review and approval of the engineer's performance and demonstrated proficiencies by an Engineering Review Board will lead to reclassification as a Senior Engineer.

Remediation:

The purpose of remediation is to provide participants having difficulty with the progression program the opportunity to improve unsatisfactory training performance. If satisfactory progress is not made during any phase of the progression program a participant will be placed in remedial status. The supervisor will recommend to the TVA EGPP Joint Committee of any participants who should be placed in a remedial period and the reason. The final decision will be made by the TVA EGPP Joint Committee. The purpose of the remedial period is to allow the engineer an opportunity to re-attempt successful completion of the training requirements. The duration of the remedial period will be 90 days in length and may be extended by agreement of the TVA EGPP Joint Committee. Participants will be allowed a maximum of three remedial periods within the progression program. Participants removed by the TVA EGPP Joint Committee for unsatisfactory progress at the end of a remedial will be terminated, unless they are placed in another TVA position.

Mentors:

Mentors are key elements in the success of the TVA EGPP. A mentor will assume the role of sponsor, teacher, and counselor. Each graduate will be assigned a mentor, by their supervisor, who is a staff member within the Engineering Unit's organization.

Key responsibilities of the mentor include:

- Serving as a role model who provides continual encouragement to the graduate.
- Providing general guidance and insight to the graduate regarding career opportunities and career backgrounds and paths necessary to qualify for opportunities.
- Providing specific guidance and suggestions for the scheduling of training for the graduate.
- Providing feedback to the Engineering unit's management to allow the graduate the necessary assignments in order to gain the knowledge and demonstrate the proficiencies of their training plan in a timely manner.
- Maintain awareness of participant's progress and providing feedback to the participant and management concerning developmental needs that may be identified.

Additionally, each graduate may be assigned technical experts or senior engineers to assist the graduate in performing assignments until Phase III is complete and the engineer is qualified to perform the required engineering functions independently. These experts/senior engineers may change based on the specific assignments and are intended to provide the detail direction on the procedural and site requirements that may be unique and vary from site to site.

Individual Progression Plan:

Each Engineering organization will develop a detailed Individual Progression Plan (IPP) for each level A engineering position, which will serve as the basis for documenting individual progression plans for specific job activities, demonstrated proficiencies, and qualifications.

Each IPP will be maintained in the learning management system (LMS) and is considered the official record for IPPs. The graduate is responsible for completing all required activities, demonstrating the required job proficiencies, and obtaining the necessary qualifications. This may require work away from their "home/official station" assignment for short periods of time. The graduate is also responsible in providing feedback to their mentor and supervisor concerning any technical problems which may arise, or when additional instruction/mentoring is required, or when current job assignments may preclude the attainment of the requirements of their IPP. TVA reserves the right to adjust this plan or individual IPPs as needed to address changing business needs. (Note: The engineer should use form TVA 17819, Activity Completion Form to document satisfactory completion of requirements)

Phase II Assessment Review Board:

The last task to be completed within the engineer's phase II is the phase II assessment review board. The purpose of this board is to allow the engineer's manager and peer engineering manager(s), within their business unit, to review the candidate and identify any experience needs, rotational assignments, skill gaps, etc. prior to their phase III. The progression board that occurs post-phase III will still be the final approval board prior to progressing to a Senior Engineer.

Process for Convening an Assessment Review Board

1. The level A Engineer compiles training and compares their records to the appropriate IPP, with their supervisor, to ensure that all requirements are met. Upon the review, the engineer is to confirm with the EGPP Technical Training Representative that all requirements have indeed been met and a phase II assessment board can be convened.

2. Once verified, the EGPP Technical Training Representative requests through Human Resources (HR) that a phase II assessment board be convened. This documents the effective date of the engineer's off cycle pay adjustment (typically the start of the first pay period after the EGPP Technical Training Representative requests to convene the board).

3. The engineer's supervisor is responsible for identifying the necessary participants, establishing the time and location of the assessment review board, working with HR in preparing for the meeting and leveraging their HR Rep for assistance. The HR Rep will work with the EA Central Office to identify the EA Rep on the board. Face-to-Face meetings are preferred, but if participant's are unable to attend in person a call-in number will be provided.

4. The engineer's supervisor is responsible for leading the phase II board, but all board members are expected to participate in the discussion/assessment of the level A engineer. The supervisor is also responsible in ensuring the appropriate experts are in attendance to help assess certain qualifications, if necessary.

5. All assessment board participant's work jointly in compiling a list of assignments that the engineer will complete in their phase III developmental activities OJT. These activities may include any experience needs, rotational assignments, skill gaps, etc. The manager may add items in addition to this list, but items cannot be removed.

6. Once the board has convened, there should be a post review board follow up discussion between the engineer and their supervisor. The engineer is responsible in completing the post review board follow up discussion form that contains their phase III remaining activities prior to this post review board discussion. This form is not a part of the phase II assessment board, but is merely a tool to be used by the engineer and their supervisor during this conversation in planning the remaining phase III activities, as needed. The engineer should bring a copy of their LMS EGPP training report to this discussion for review. The supervisor is responsible in providing the engineer with the phase III developmental activities list that the board members compiled. The engineer's mentor can be present during this discussion in order to provide guidance as the engineer works through the list.

7. Upon completion of the assessment board, the engineer's supervisor will work with HR to award the off cycle pay adjustment incentive. Typically, the effective date is the first pay period after the EGPP Technical Training Representative requests to convene the board.

TVA Form 21315 should be used to help guide the engineer's supervisor during the phase II assessment review board. The following are required attendees that must be present in order to convene the board:

1. Engineer's supervisor
2. Engineering Association Representative
3. Peer engineering manager
4. EGPP Technical Training Representative

The following are optional attendees and are not required to convene an assessment board:

1. Engineer's senior manager (or designee)
2. BU engineering manager (or designee)

Engineering Review Board (ERB):

An Engineering Review Board must approve all reclassifications to Senior Engineer level using the process described in **APPENDIX A:** TVA Engineering Review Board Guidelines. Each engineering unit is responsible for a consistent approach to ensure that each graduate completes all the minimum requirements on their IPP, that they are proficient in performing these tasks and they are meeting the requirements such that they can work independently. All training must be completed with a passing score and documented in the learning management system.

Demonstrated proficiency skills must be demonstrated and signed off by their manager or a senior engineer or higher proficient in that skill. The skill attainment must be documented (issued calculation, system description, test report, etc.). If a qualification card is part of the IPP, it must be completed. The engineer is responsible for keeping necessary documentation to support their notebook for progression later. Documentation will include the following as a minimum:

- Detailed IPP report indicating all requirements and completions provided by technical training
- Records of any calculations completed by the individual
- Examples of the individual's work (e.g. DCN packages/drawings/test reports)

Equivalency and Exemption Guidelines:

Required activities are identified by position and Individual Progression Plans (IPP) and assigned to individuals by their supervisor. Guidelines are provided in **Appendix B:** Equivalency and Exemption Guidelines to allow for substitutions/exemption and/or equivalency reviews as warranted by individual circumstances.

Issues and Dispute Resolution

Issues concerning administration of TVA Employee Progression programs for EA-represented employees are not appropriate for the grievance process; however, a formal process for the resolution of such issues is to the mutual benefit of TVA and the EA. Accordingly, the following process shall be available to employees who have issues with the administration of TVA Employee Progression programs as it affects them as employees. No time limits are specified for steps in this process. However, all parties are expected to respond to issues in a timely manner. If issues are not addressed timely (around 30 days at each level), they may be elevated to the next level.

1. Discuss issue with immediate supervisor. A Designated Union Representative (DUR) may participate in discussion. Parties should attempt to resolve issue at this level. Plan documents and IPPs provide the guidance for plan administration.

2. If issue is not resolved by the immediate supervisor, the employee may present the issue to the local SBU progression manager. This manager will attempt to resolve the issue, in accordance with the plan documents.

3. If the issue is not resolved at the local SBU progression manager level, the employee may have the issue reviewed by the TVA EGPP Joint Committee. The decision of the TVA EGPP Joint Committee is considered to be final.

4. In the unlikely event that the TVA EGPP Joint Committee is unable to render a decision on the issue, the issue may be referred to a committee consisting of the Senior Vice President, Director of Labor Relations, Senior Vice President outside of the engineer's organization, the EA Valley-Wide President, and the EA Senior Labor Relations Specialist, for final resolution.

APPENDIX A: TVA Engineering Review Board Guidelines

Requirements: In accordance with the TVA EGPP, each engineering unit is responsible for establishing a consistent approach to ensure that each graduate is provided the opportunity to complete the requirements on their IPP while performing work as an engineer for TVA. Each candidate must become proficient in performing these tasks and meeting the requirements such that they can work independently. All training must be completed with a passing score and documented in the LMS. Demonstrated proficiency skills must be demonstrated and signed off by their manager or a senior engineer or higher proficient in that skill. The skill attainment must be documented (issued calculation, system description, test report, etc.). If a qualification card is part of the IPP, it must be completed. The engineer is responsible for keeping a "folder" with necessary documentation to support the individual's progression

Prior to convening a board, the engineer must compile an electronic EGPP notebook and submit it to the EGPP Technical Training Representative for review. This notebook is to include the following and should serve as topical agenda items:

1. A brief introduction about themselves
2. Résumé
3. EGPP training reports
4. EGPP Equivalency or Exemption forms (TVA Form 17819A & 17819B)
5. Qual/mentoring cards
6. Brief description of any related work experience (examples of work should be included)

Process for convening the TVA EGPP Engineering Review Board (ERB)

1. The level A Engineer compiles training and compares their records to the appropriate IPP, with their supervisor, to ensure that all requirements are met. Upon the review, the engineer is to confirm with the EGPP Technical Training Representative that all requirements have indeed been met and a phase II assessment board can be convened.

2. Once verified, the EGPP Technical Training Representative requests through human resources that a phase II assessment board is ready to be convened. This documents the effective date of the engineer's off cycle pay adjustment (typically the start of the first pay period after the EGPP Technical Training Representative requests to convene the board).

3. The engineer's supervisor is responsible for identifying the necessary participants, establishing the time and location of the assessment review board, working with HR in preparing for the meeting and leveraging their HR Rep for assistance. The HR Rep will work with the EA Central Office to identify the EA Rep on the board. Face-to-Face meetings are preferred, but if participant's are unable to attend in person a call-in number will be provided.

4. The required participants in the meeting will be (at a minimum) as follows:

- Engineer's Supervisor's Manager (Attendee optional if director level or above)
- Engineer's Supervisor
- Engineering Manager within the same TVA Organization
- One Engineering Manager from another TVA organization
- Engineering Association Representative
- Human Resource Representative
- TVA Technical Training Representative

5. The engineer's supervisor will present the electronic notebook and other pertinent information to the ERB. Experts in specialty fields may be called in to assess certain qualifications, if necessary. The supervisor may use the ERB script in these guidelines, Guidelines for Conducting an Engineering Review Board Meeting, or contact HR or the EGPP Technical Training Representative for guidance if needed.

6. The ERB will review the documentation to ensure the engineer has completed the requirements, demonstrated the necessary knowledge, skills and experience to work independently as a Senior Engineer at TVA. Additional information may be requested or reviewed as necessary to ensure that the graduate meets all requirements. If the board is unable to continue without this additional information, the ERB must be postponed to a later date until this information can be obtained. In the event an ERB is postponed due to a request for additional information, the original request date to convene a board will be used for the engineer's reclassification pay. Oral examinations of the graduate may be requested as appropriate.

7. After the Board has certified that the engineer has met the requirements to work independently, they will recommend that the Engineer be reclassified as a Senior Engineer. The decision of the Board must be unanimous.

8. Once satisfied, the ERB will sign off on the reclassification. See Attachment 1: ENGINEERING REVIEW BOARD APPROVAL FORM (effective date is typically the start of the first pay period after the EGPP Technical Training Representative requests to convene the ERB).

9. The HR Representative will ensure that the necessary documentation and signatures are obtained to process the reclassification

10. If the reclassification is not approved, the ERB will document which IPP components or performance measures remain to be met. Within one week following the ERB meeting, the engineer's supervisor will discuss these measures with him or her and, together, they will identify specific ways to meet those requirements. Engineers will not be promoted to Senior Engineer until approved by the ERB.

Guidelines for Conducting an Engineering Review Board Meeting:

Prior to convening a board, the engineer must compile an electronic EGPP notebook and submit it to the EGPP Technical Training Representative for review.

For consistency across TVA organizations, the notebook discussion is usually lead by the engineer's supervisor and the notebook should use the following sections and these should also serve as topical agenda items:

1. Introduction - Identify the engineer who has been recommended for reclassification with a brief summary of background.
   a) Position and location of the engineer
   b) Graduate of (school) in (year)
   c) Post graduate work/degree
   d) Previous outside engineering work experience (if applicable)
   e) TVA hire date & organizational assignments
   f) During the Board, the supervisor should explain why the candidate is being recommended for reclassification to senior level.

2. Résumé

3. EGPP training reports
   a) 100% of activities are completed or otherwise satisfied in accordance with these guidelines
   b) The engineer can obtain these reports from the EGPP Technical Training Representative

4. EGPP Equivalency or Exemption forms
   a. Equivalencies (Form TVA 17819A)
   b. Exemptions (Form TVA 17819B)

5. Qual/mentoring cards

6. Brief description of any related work experience (examples of work should be included)

7. For the engineer's EGPP duration:

In addition to the technical and administrative requirements identified in the IPP, the ERB should consider the overall performance of the individual during the progression period. These elements are important to the ultimate success of any level B engineer. The supervisor should be prepared to discuss the employee's performance during the duration of level A work performed and articulate the candidate's abilities.

TENNESSEE VALLEY AUTHORITY

ENGINEERING GRADUATE PROGRESSION PROGRAM

Attachment 1: ENGINEERING REVIEW BOARD APPROVAL FORM

Date: _____

NAME:_____ **ORGANIZATION:** _____

The Engineering Review Board met on (date) to review the documentation that Mr./Ms._____has satisfactorily completed the requirements, demonstrated the necessary knowledge, skills and experience to progress to the B-Level _____Classification.

The Board determined after careful review that Mr./Ms._____has satisfactorily met all requirements specified in their Individual Progression Plan (IPP), as required by the (SBU NAME) Engineering Graduate Progression Plan (EGPP). Mr./Ms.____has also performed satisfactorily in all aspects of their position as an Engineer for TVA. It is therefore recommended by this Board that Mr./Ms._____be reclassified to the B-Level
_____Classification effective the date management deems appropriate.

APPROVED BY INDIVIDUAL BOARD MEMBERS:

Engineer's Supervisor Name & Title	Date	Engineer's Supervisor's Manager Name & Title (Attendee optional if director level or above)	Date
Engineering Manager within the same TVA Organization Name & Title	Date	Engineering Manager from another TVA Organization & Title	Date
Engineering Association, Inc Representative & Title	Date	TVA Technical Training Representative & Title	Date
Human Resource Representative Name & Title	Date		

Appendix B: Equivalency and Exemption Guidelines

Objective: The TVA Progression Plans are designed to align TVA's technical employees with industry standards and ensure that they acquire a broad spectrum of skills consistently across all organizations, leading to a fully functional, independent senior level employee. Required activities are identified by position and Individual Progression Plans (IPP) are assigned to individuals by their supervisor. By far, the majority of activities will be completed by individuals as designed, and the need for exceptions should be infrequent. It is our goal to approach situations involving "exemptions and equivalencies" in a fair and consistent manner using these guidelines.

Definitions:

Assessment – The process of evaluating and comparing one learning activity to another learning activity or the training, knowledge and experience an individual has already obtained. The assessment results may be used for either of the following situations:

Equivalency (unlisted training course for a required training course) **-** An employee may request that a course other than those documented in the IPP be substituted for a course listed in the IPP. Employees requesting an equivalency may submit a Course Equivalency Form along with any appropriate documentation (lesson plans, LMS numbers, course brochures, etc.) for review by their management team. Requests for the establishment of course equivalencies (which are expected to be very few in number) will be reviewed by TVA EGPP Technical Training. Form TVA 17819A, Course Equivalency Form, is used to obtain approval and document these decisions in the LMS.

Exemption Generally, all required progression activities identified in the IPP must be completed to allow a candidate to progress to the senior level. In rare circumstances, it may become necessary for the SBU to exempt the engineer from an activity. The employee's management team may approve an exemption for a required activity if, by assessing an individual, the first line manager determines that the progression candidate possesses the knowledge, skills or abilities that would be gained by completing a specific activity. For instance, if an Electrical Engineer has been working with "relays" for a year or so, and made substantial progress, it would be redundant to send that employee to a fundamental "relays" class. In this situation, the supervisor and SBU Progression manager will be required to document the approval of the "exemption" in LMS using Form TVA 17819B, Activity Exemption Form. LMS would indicate that the learning activity was satisfied by the exemption, along with an appropriate justification. The ERB will require an appropriate justification prior to approving reclassification to senior level. (Note: Course for course substitutions must follow the "equivalency" process above rather than "exemption" process).

Pre-approved Activity: In the event that an organization desires to substitute a non-listed activity for a required activity, it is recommended that the SBU pre- approve the activity exemption to ensure that expectations are clear. The pre-approval should be

documented using the appropriate form. The pre- approval should be noted in the comments section of the form, and the activity will not be entered into LMS until it has been successfully completed.

Equivalency and Exemption Process:

1. Substituting an unlisted training course for a training course required by the EGPP:
Employees requesting an equivalency may submit a Form TVA 17819A, Course Equivalency Form along with any appropriate documentation (lesson plans, LMS numbers, course brochures, etc.) for review by their management team. Course equivalencies are expected to be few in number and infrequently utilized. To establish an equivalency, we must evaluate the terminal and enabling objectives of the original course in comparison with the learning objectives of the requested equivalency. Since training courses may be provided from a number of sources, this review may require input from subject matter experts, vendors, or training consultants.

The TVA EGPP Technical Training Representative review will help ensure that the activities are equivalent and if that equivalency should be applied to others in the TVA with the same requirement. There will be cases where the supervisor may be the most knowledgeable of a particular subject matter, and we would rely heavily upon that recommendation. Likewise, there will be cases where the training consultant or vendor may be the most knowledgeable of the training content. These equivalencies should be documented in LMS using form TVA 17819A and the employee's IPP should reference the equivalency.

2. Granting an "Exemption" for completion of a learning activity (course, task or instruction) based on work experience (inside or outside TVA): In situations where an employee has previously obtained work experience **or relevant coursework for advanced education (beyond the bachelor degree level) at an accredited institution completed with a "B" or better grade,** that may be considered in lieu of a required course, task or instruction, the SBU can grant an "exemption". Form TVA 17819B, Activity Exemption should be used for documentation. However, the employee may be required to demonstrate proficiency in the requirements, as deemed necessary by the supervisor and/or the SBU Progression Manager.

These situations will be reviewed closely by the review board at time of proposed reclassification to senior level, so the documentation should be clear and unambiguous. Progression depends upon a number of factors, including completion of required activities, individual performance, experience opportunities, schedule of available training courses, and the demands of ongoing work performed by the employee.

Each employee is responsible for providing appropriate documentation of any experience outside of TVA to the satisfaction of the supervisor, Senior Manager and the SBU Progression Manager. This could be in the form of official performance reviews, calculations, or project approvals from other companies. The supervisor is responsible for ensuring that the documentation is sufficient to warrant an exemption. The applicable SBU Progression Manager must approve all substitutions. Questions regarding documentation may be

directed to the EGPP Technical Training Representative. The supervisor and employee should assess the employee's work experience and document the required activities that have been met on the employee's IPP.

3. Level A employee transfers to a different level A position in TVA:

An assessment of the transferring employee's IPP will be necessary to determine the completed progression activities which apply toward the IPP requirements for the new position. The IPP requirements of the new position must be satisfied in order to progress to the senior level. The assessment will be conducted by the receiving organization. Since the IPPs are position specific, there is a good chance that some of the required activities previously completed will not satisfy the requirements of the new job.

Appendix C: Levels of Revision

Technical Corrections
Each IPP owner is responsible for ensuring that the IPPs for that organization are accurate and up to date and maintained as a profile in LMS. Examples include corrections to LMS numbers, hours assigned to an item, course titles, grammar, etc.

Approval required: IPP Owner

Minor Changes
Relatively minor adjustments, including adding or deleting items from IPPs that do not violate the requirements and/or intent of this TVA Engineering Graduate Progression Program Guideline Document, but that are needed to optimize the SBU plan. This change level does not produce a new revision level assignment. An example would be if there was an activity that is no longer needed for that job, then it can be deleted or if a new activity needs to be added to improve the knowledge and skills of the participant.

Approval required: IPP Owner and SBU Progression Manager

Substantial Changes
Proposed changes to IPPs that are inconsistent with the existing IPP. An example of this would be substantially changing the total hours of an IPP or content. This level of change requires a new revision level assignment.

Approval required: TVA EGPP Joint Committee

TVA Engineering Graduate Progression Program Guideline Document
Any change to the TVA Engineering Graduate Progression Program Guideline Document, requires a new revision level assignment.

Approval required: TVA EGPP Joint Committee

Attachment 2 - TVA Engineering Graduate Progression Plan Model

Engineer - Level A			Senior Engineer - Level B
Eligible for annual increases and EA Off-Cycle Pay Adjustments			**Reclassification to Senior**
Common Phase I: 12 to 18 Months (May take less or longer) Examples: Basic Knowledge about TVA Basic Unit Procedures Technical Administrative Training Work Management Systems Developmental Work Assignments Mentor Assigned	**Phase II** 12 to 24 Months (May take less or longer) Examples: Supporting Plant Outages, if applicable Job Specific Qualifications and Work Assignments Demonstrated Job Proficiencies Phase II Assessment Board	**Phase III** 12 to 24 Months (May take less or longer) Examples: Supporting Plant Outages, if applicable Advanced Work Assignments Specific Job Proficiencies, Qualifications, and Work Assignments Minimal Supervision Needed	**Approval by Engineering Review Board** Phase I, II & III Training complete Qualification Requirements Met Fully competent engineer by demonstrated proficiency, (e.g. Achievement of PE license) Minimum 3 years of experience, unless otherwise approved by the TVA Engineering Graduate Progression Program Joint Committee
	OPA	*OPA*	*RECLASS*
***Phase 1 A-Level Entry Rate 80%-100% Min-Max**	***Phase 2 A-Level 100%-110% Min-Max**	***Phase 3 A-Level 110%-120% Min-Max**	***Reclassify to Senior Engineer B-Level 80%-100% Min-Max**

**Compensation Guidelines:* as the graduate completes each phase of the TVA EGPP, an incentive award will be granted, in accordance with the above percent of midpoint indicated for each phase. Progression between phases is based upon successful completion of classroom training, on-the-job training, and actual work assignments.

Definitions

Business Unit (BU) - The next direct layer of groups below strategic business units.

Engineering Graduate Progression Program (EGPP): The structured skill enhancement and advancement program for Level A engineers.

IPP: Individual Progression Plan is contained in the LMS as a profile which identifies specific requirements for progression from Level A employee to Level B Senior employee with regard to a single job title. It is used to document individual progression and training plans for specific job training, demonstrated proficiencies, and qualifications.

IPP Owner: The manager responsible for the content of a particular IPP.

Mentor: A staff member within the Level A engineer's business unit who will assume the role of sponsor, teacher, and counselor for the Level A employee.

Off Cycle Pay Adjustment: Off cycle pay adjustment or pay increase based upon the performance of an employee, in accordance with TVA EA Union Agreement, section S 4:M 3

ERB: The Engineering Review Board is convened to review whether a progression participant should be reclassified from the "A" level (entry level) to the to the "B" level (Senior level) employee. This board will review the documentation to ensure the engineer has completed the requirements, demonstrated the necessary knowledge, skills and experience to work independently as a Senior Engineer at TVA.

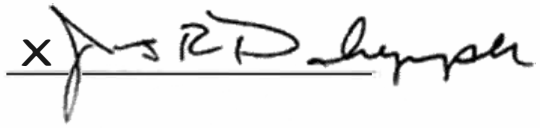
Strategic Business Unit (SBU): Business units that report directly to the Chief Executive Officer (CEO).

Assessment Review Board: The last task to be completed within the engineer's phase II is the phase II assessment review board. The purpose of this board is to allow the engineer's engineering manager and peer engineering manager(s), within their business unit, to review the candidate and identify any experience needs, rotational assignments, skill gaps, etc. prior to their phase III. The progression board that occurs post-phase III will still be the final approval board prior to progressing to a senior level engineer.

TVA EGPP Joint Committee: Committee responsible for developing the general guidelines to be used within the program. The overall administration of this program is guided by the TVA EGPP Joint Committee members and specific business unit implementation is jointly administered by each of TVA's engineering organizations and the Engineering Association, Inc.

Approved by:

Bob Dalrymple, Senior Vice President, Resource Management & Operations Services

X  07/23/21

Jamie Choate, Director, Learning and Development

X Jamie Choate 7-7-21

Will Trumm, Director, Employee and Labor Relations

X  07/22/2021

Gay Henson, TVA Engineering Association President

X Gay Henson 7-6-21

Gary Jordan, TVA Engineering Association Vice President

X Gary L. Jordan 7-6-21