



Memo To: NASDA Supervisory Enumerators and Enumerators
From: Charlie Ingram, NASDA's NASS Program Director
Date: June 28, 2017
Subject: Update to NASDA's Promotion Criteria for Supervisors & Enumerators

NASDA's promotion schedule for supervisors and enumerators has been updated. Effective July 1, 2017 the "calendar length of service" or "longevity" option has been eliminated from the promotion criteria for pay levels I through VIII. Employees are eligible for a promotion based on hours worked. Hours worked includes any regular-time hours (not overtime hours) worked as recorded in NASDA's payroll system.

When an employee becomes eligible for a promotion and meets the minimum regular-time hours, they must continue to: (1) be recommended by their supervisory enumerator, and (2) receive a fully successful/satisfactory or better performance rating on their annual evaluation.

Exceptions to the hour requirements for promotion to the next level can be made based on merit for any employee that has "sustained exceptional performance." This should be considered over a period of time and not based on a one-time evaluation. A merit promotion is considered on a case-by-case basis and must be authorized and approved by NASDA's NASS Program Director.

The Trial level for new hires has not changed. The Trial level is a minimum six month period and 100 hours of work experience to evaluate whether an individual should be retained and given active status. Budget and Accounting Technicians (BATS) should look at the employee's hire date to confirm if they have worked a minimum of six months.