Level Advancement Guidelines for BSSA & ITPA

ITPA Employees in Grade 1 are not eligible for a level advancement.

An employee serving in a civil service title with **provisional** status may be eligible for a level advancement only if the civil service examination has not been offered after one year (12 months) of provisional service. There are no exceptions to this advancement timeframe. Any additional level advancement may occur no sooner than one year (12 months) after the employee's last level advancement.

An employee serving in a civil service title with **probationary** status may be eligible for a level advancement after six months of service. Any additional level advancement may occur no sooner than one year (12 months) after the employee's last level advancement.

An employee serving in a civil service title with **permanent** status may be eligible for a level advancement at any time. Any additional level advancement may occur no sooner than one year (12 months) after the employee's last level advancement.