

Career Ladder Guidelines

I. PURPOSE

A career ladder is a process designed to formally progress a staff employee to a higher level of job responsibility within his/her current position.

II. ELIGIBILITY

An employee meets eligibility requirements for a Career Ladder if s/he is in a regular (full or part-time) staff position, rated "satisfactory" or better on his/her previous performance evaluations, and is not currently under performance management or disciplinary action. A promotion by an employee to a higher job level is not a guarantee and there must be funds available for a salary adjustment.

III. PROMOTION APPLICATION PROCESS AND PAY INCREASE

The Supervisor will submit the request for promotion by completion of the Career Ladder – Promotion Request Form. Send the completed form to human resources, who will review the request for promotion to ensure the requirements have been met. Employees will receive a pay increase based on the current Staff Compensation Program Policy, 60-323.