**What’s a Progression Plan? What’s a Career Ladder?**

Before completing a Progression Plan, please read the following explanation of terms as well as the Progression Plan Guidelines.

The terminology surrounding Progression Pay is a little confusing so here is an explanation of what each term means. If you have any questions, please contact HR before proceeding with your plan.

A **Career Ladder** is the overarching idea for where an employee could grow over time. The ladder could have one rung, two rungs, four rungs…whatever fits your idea. You can set up a long-term ladder or a short-term ladder, and whatever ladder you set up, the Progression Plan you write for it does not have to include all rungs. In other words, you may decide that over three years your department needs to move an employee from Admin I to Admin III. You can submit a Progression Plan for Admin I to Admin II (which would be one rung) or you can submit the entire plan with both rungs.

The **Ladder Rungs** are the significant jumps, increments, or actions that you will take to progress to another level. These rungs are generally made up of several or many steps. For instance, you may decide that one rung of the ladder will take you from fairly entry-level accounting responsibilities wherein you pay the bills, fill out forms, and ready documents for signature, to responsibilities that include tracking of and reconciling expenses to Banner, reporting account status on a monthly basis, and making recommendations for purchases. To complete this movement you would possibly include steps such as taking Excel training, completing Banner Finance Training, moving your current bill-paying procedures from manual to electronic, and setting up of spreadsheets so that the processes were more easily accessible to others. Each of these steps may have a completion date, as would the entire rung. The entire rung is expected to take a minimum of 6 months, and would, on completion, result in a 9% raise to your base (effective the first payroll after the completion of the rung and the submitting of forms to Personnel and Payroll Services).

The **Progression Plan** is the actual document you would prepare to identify and detail your plan for progression from one rung to another. A Progression Plan could be written to reflect one rung’s worth of movement or more. With each of the major rungs being worth 9% to your base, a Progression Plan in total could reflect a 9% increase, an 18% increase, a 27% increase, etc. Keep in mind however, that each rung is expected to reflect significant movement in KSA’s, Responsibilities, and Job Performance, and each rung is expected to require a minimum of 6 months time.

Below is the Progression Plan form that you will complete for your request. If you have any questions, please contact HR at x3701.

SUPERVISOR’S ELIGIBILITY CHECKLIST

**Job Series or Individual Progression Plan**

# *Please complete and submit to Human Resources along with the Progression Plan*

Employee:

Department:

Position #:

Union Affiliation:

Current Title:

Proposed Title:

1. Has the employee completed the required probationary period and is the employee in good standing?
2. Does the employee have on file any formal disciplinary action(s) that would preclude eligibility for a Progression Plan? (Employees with formal disciplinary action(s) on file issued within the preceding 12-month period will not be eligible for a Progression Plan. Employees with formal disciplinary action(s) on file older than the preceding 12 months may be ineligible for a Progression Plan unless the supervisor certifies in writing that the performance problem has been corrected.)
3. Does the most recent annual performance review (if one has been given) show an overall rating of “Met/Exceeds” expectations?
4. Does the department have funding for proposed increase upon completion of progression?
5. Does the department have a legitimate need for the new level of duties required of this position (please explain)?
6. Does the department structure allow for this position?

Ex. Are the duties being moved to this position from another incumbent to this one? If the duties are being moved, is the other incumbent’s position jeopardized? Please explain in detail.

1. Has this department been free of layoffs in similar classifications for the past 12 months?
2. How many progressions has this employee already completed?
3. Have at least 6 months elapsed since employee’s last progression plan?

**Supervisor’s Signature Date**

**Individual Progression Plan**

Employee Name:

Department:

Position Number:

Current MAP Band/Title:

Union Affiliation:

Length of employment in current position:

Does employee meet all requirements of current position?

Current base pay:

Rate of pay after completion (+9%):

Expected date of completion:

Index Code for additional base pay:

**Current** **Upon Completion**

|  |  |
| --- | --- |
| Performance:  (Provide a description of the level of work performed) | Performance:  *(Identify how the level of work performed will grow, expand, and/or be enhanced by the proposed progression.)* |
| Responsibilities:  *(Explain duties position is currently responsible for)* | Responsibilities:  *(Explain new responsibilities expected of position upon completion of growth)* |
| Knowledge/Skills/Abilities: | Knowledge/Skills/Abilities: |
| Education/Experience: | Education/Experience: |

# Action Plan

*(Define and explain the actual steps to be taken within each rung of the ladder to progress to the desired level. Provide expected dates of completion for each rung (or each step if you choose to be that detailed, keeping in mind that each rung should require a minimum of 6 months.)*

Step a.

Completed by:

Step b.

Completed by:

**Signatures:**

Employee’s Signature Date

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Supervisor’s Signature Date

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Executive Team Member Date

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Human Resources Date

Updated 10/25