

IT Career Ladder Eligibility Checklist

If you are unsure of eligibility requirements, please contact Human Resources before initiating the career ladder with the employee. Career Ladder commencement will be effective as of the HR approval date.

Employee Name: _____	R # or ID Number: _____
Current Title: _____	Position Class Code: _____
Proposed Title: _____	Position Class Code: _____
Home Org: _____	Position Number: _____
Supervisor Name: _____	Supervisor Title: _____

Consideration:

1. Does the employee have a performance evaluation on file, from the most recent evaluation period, with an overall rating of satisfactory or higher? Yes No
2. Is the employee under any current disciplinary action? Yes No
3. Does the department have funding to support potential salary increases associated with the career ladder? Yes No
4. Have internal equity, fairness, and nondiscriminatory factors been assessed? Yes No
5. Has the need for a higher level of duties been authorized in writing by the Dean, Director, or Chair? Yes No
6. Will the employee retain all of the key responsibilities of the current position? Yes No
7. Will the new duties comprise at least 20%, but less than 50%, of the total FTE position? Yes No
8. Are the new duties to be assumed additional and not taken from other current positions in the department? Yes No

Determination:

If all answers to the above questions are "Yes", the employee is eligible to begin an in-range career ladder.
 If any answer is "No", the employee is not eligible for an in-range career ladder.
 Please attach a current department organizational chart with this form.

Comments:

Approval:

Supervisor Name: _____	
Supervisor Signature: _____	Date: _____
Department Head Name: _____	
Department Head Signature: _____	Date: _____