

University of Houston-Downtown Career Ladder Job Change Request

The Career Ladder Program allows employees to move vertically through a career ladder to a higher level job or horizontally to a position at the same level as their current job in order to follow the career path selected.

A Career Ladder move by an employee to a higher level job or to an equivalent job in another department for the purpose of advancing their career ladder is not a guarantee. There must be a need in the department for the new position and availability of funds for a salary adjustment, if appropriate. The employee must also meet the minimum requirements for the new position to be eligible for a career ladder job change.

Instructions

1. Initiate an ePRF and attach a copy of this form with sections I and II completed, along with a Job Analysis Questionnaire if the proposed new position does not exist or if there are changes to the existing job description, a current resume for the incumbent being reclassified, and official college transcript(s) if the required education for the new position is at a higher level than for the current position.
2. The proposed job cannot have been eliminated within the past six months through a reduction in force. (See [SAM 02.A.06](#))
3. The proposed salary must be within compensation guidelines.
4. The employee must have ranked "Proficient/Meets Requirements" or higher on the last annual performance appraisal.

Section I: Employee Data

Employee Name: _____ Empl ID: _____ Position No. _____
 Job Title: _____ Department: _____

Section II: Job Change Details

Proposed New Position Title: _____

Provide a brief justification for this request. The need for a job change/higher level position must be documented. If there are multiple employees who could benefit from the career ladder change, justify your candidate selection.

 Manager Name

 Signature

 Date

Section III: ESO Review

Eligibility Checklist

- | | | |
|-----------------------|-----------------------|--|
| YES | NO | |
| <input type="radio"/> | <input type="radio"/> | Employee is a regular staff employee. |
| <input type="radio"/> | <input type="radio"/> | Employee is past the probationary period. |
| <input type="radio"/> | <input type="radio"/> | Employee ranked "Proficient/Meets Requirements" or higher on the last annual appraisal. |
| <input type="radio"/> | <input type="radio"/> | Employee is not currently on a Performance Improvement Plan. |
| <input type="radio"/> | <input type="radio"/> | Employee is not currently on any type of disciplinary action. |
| <input type="radio"/> | <input type="radio"/> | Employee meets the new position's minimum requirements. (Current resume and college transcripts, if appropriate, will be evaluated.) |
| <input type="radio"/> | <input type="radio"/> | Employee has no outstanding or delinquent UH System debts. |
| <input type="radio"/> | <input type="radio"/> | Proposed salary is within compensation guidelines. |

_____ Pre-defined _____ In-Range _____ Individualized _____ Horizontal (Lateral)

ESO Approval: Yes No

If approved,

Current Title: _____	Approved Title: _____
Current Grade: _____	Approved Grade: _____
Current Salary: _____	Approved Salary: _____
Approved Salary Adjustment: _____	Approved % Salary Increase: _____

If denied,

Reason for denial:

Other Comments:

ESO Representative Name

ESO Representative Signature

Date