

## **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 most recent 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: HR Review							
YES NO							
()	0	Employee is a regular staff employee.					
	0	Employee is past the probationary period.					
$\circ$	0	Employee ranked "Proficient/Meets Requirements" or higher on the most recent performance appraisal.					
0	0	Employee is not currently on a Performance Improvement Plan.					
0	0	Employee is not currently on any type of disciplinary action.					
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$\circ$	$\bigcirc$	Employee has no outstanding or delinquent UH System debts.					
$\bigcirc$	Proposed salary is within compensation guidelines.						
		Pre-defined In-Range	Individualized Horizon	tal (Lateral)			
HR Ap	proval:	○ Yes ○ No					
If appro	oved,						
Curre	ent Title:		Approved Title:				
Curre	nt Grade	e:	Approved Grade:				
Curre	ent Salary	<i>r</i> :	Approved Salary:				
Appro	oved Sala	ary Adjustment:	Approved % Salary Increase:				
If denied,							
Reason for denial:							
Other Comments:							
			<del> </del>				
нк Кері	resentati	ve Name HR Representative S	ignature Date				