

**Cochise College  
District Board Policy**

**Category: All Employee Groups**

**Policy Number: 670**

**Title: Career Ladder Program**

Cochise College values its employees and strives to ensure staff have opportunities for professional growth within their current position or through the achievement of other positions within the college. Career ladders are available to specific departments and are intended to formally move an employee to a higher level of responsibility within the position currently held or a higher level position in the same job family, i.e. technician II to technician I following completion of a degree or certification as required by the higher level position.

Career ladders provide a mechanism for employees who develop new skills and competencies in their current position to advance compensatively without the need to move to a different position outside the department. Career ladders also provide departments an opportunity to retain valued employees who are motivated to advance their careers and the ability to attract high quality employees that have the initiative and willingness to advance within their positions at the college.

**Procedure 670.1  
Eligibility**

Specific positions have been identified as having the need for staff with advanced skills to perform higher level work. Movement resulting from completion of a career ladder plan shall not require a competitive recruitment process.

The listing of positions eligible for a career ladder plan may be obtained from the Human Resources office. The list shall be reviewed on an annual basis through the budget development process.

In order to qualify for a career ladder opportunity, an employee must be in an eligible position and have successfully completed the probationary employment period.

**Procedure 670.2  
Process**

The Career Ladder Program is a department driven process and requires that the department have a documented need for an employee to perform higher level work. An employee identified to participate in the career ladder program must express interest in performing higher level work and demonstrate the potential to perform the higher level work successfully.

An employee identified for a career ladder program shall work with his/her supervisor to complete the *Career Ladder Request* form. Requests for participation in a career ladder

program are subject to available funding and contingent upon approval by supervisors and managers in the approval line up to and including the appropriate vice president.

### **Procedure 670.3 Timeline**

Generally, the minimum time frame for the completion of a career ladder plan shall not be less than six months or beyond twelve months. Programs not completed within a twelve month period shall require resubmission of a new plan for consideration.

### **Procedure 670.4 Compensation**

A pay rate increase may be awarded upon completion of an approved career ladder plan based on the individual's circumstances. Generally, an employee who has successfully completed a vertical career ladder shall receive an increase of up to six percent per grade with a maximum of 12% per career ladder plan in any one fiscal year. An employee who has successfully completed a horizontal career ladder will continue in the same grade position with the advanced skills agreed upon in the career ladder plan and will receive an increase up to five percent in any one fiscal year.

### **Procedure 670.5 Budget Availability**

Each year, the administration shall establish a pool for this program and career ladder plans shall be considered on a first come, first serve based depending on funds available that fiscal year.