

IN-GRADE AND GRADE ADVANCEMENT PLAN

Employees shall have successfully completed their probationary period in the current position at the time the in-grade or grade advancement plan is completed. Employees are not eligible for an in-grade or grade advancement if they receive any of the following annual competency ratings:

- *Two (2) or more annual competency ratings of "Under Performing" or,*
- *One (1) annual County Expectation rating of "Needs Improvement" and one annual competency rating of "Under Performing" or,*
- *Two (2) or more annual County Expectations ratings of "Needs Improvement."*

See Salt Lake County Human Resource Policy 5-100: Pay and Employment Practices

This form should be attached with the ePAR, initiating the processing of the in-grade or grade advancement.

Agency Name:		Division Name:	
Division Number:			
Plan Type:			

This plan applies to the following Job Classification(s) and Job Code(s):

Justification:

Use the following table to list the new skills, knowledge, and competencies related to the position that will be required for in-grade or grade advancement. Add estimated time frames for the completion of the qualifying criteria.

Qualifying Criteria: Skills, Knowledge, and Competencies	Measurement for Meeting Criteria	% of Increase or New Grade	Start Date	End Date

Qualifying Criteria: Skills, Knowledge, and Competencies (cont'd)	Measurement for Meeting Criteria	% of Increase or New Grade	Start Date	End Date

PLAN REVIEW AND APPROVAL

Plans must be approved by the parties listed below, or at minimum the Department Director, Elected Official, or designee, and submitted to the Human Resources Director for approval.

Fiscal Manager	<input type="text"/>
Division Director/ Administrator	<input type="text"/>
Department Director, Elected Official, or Designee	<input type="text"/>
Human Resources Director	<input type="text"/>