

## 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 with an overall score of at least 3.0 in their most recent annual performance appraisal (refer to Salt Lake County Human Resources Policy 5-100: Pay Practices).*

*This form should be submitted alongside the workflow document initiating the processing of the in-grade or grade advancement.*

 Department 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 grade or in-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 Division Director/Administrator, the Department Director/Elected Official and submitted to the Human Resources Director for approval.*

Supervisor

Fiscal Manager

Division Manager

Department Director/  
Elected Official

Human Resource Director