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## Policy Information

**Effective Date:**

July 1, 1993

**Last Revised Date:**

September, 2000

**Policy Number:**

CSM 318.0

**Responsible Unit:**

Human Resources

**Email:**

[hadmin@email.arizona.edu](mailto:hadmin@email.arizona.edu) [1]

## Policy

The University endeavors through its operating units to recognize the career progression and development of regular classified staff who by virtue of their motivation, initiative, abilities, and excellence in performance are regularly assigned and held accountable for the most complex and significant projects, assignments, and responsibilities of their classification.

Requests for in-classification career progression shall be reviewed and initiated by the Dean, Director, Department Head or designee in consultation with the Human Resources Consultant serving the designated area.

Implementation of the in-classification career progression request shall be based on all of the following criteria being met:

1. The more complex and significant projects, assignments and responsibilities of the job classification are assigned on a regular basis to the employee;
2. The employee has demonstrated the attainment of a significantly higher level of knowledge and skills that are specific to the job classification and functional area;
3. The employee's most recent performance appraisal (within the last 12 months), within the current job classification, reflects job requirements being exceeded or better;
4. Confirmation that funds have been identified and authorized by the appropriate administrator to support the salary increase;
5. The amount of the proposed increase should be justified and equitable when compared to

other positions in the department;

6. Twelve or more months have elapsed since the employee's last career progression.

An administrator may request that a regular classified staff employee who meets all of the defined criteria above be granted an in-classification career progression salary increase subject to the following standards:

1. an amount that will increase the employee's rate of pay up to the midpoint of the salary range, or
2. an amount no greater than 10% of the employee's current salary, not to exceed the range maximum.

The Vice President, Chief Human Resources Officer or designee may approve a salary in exception to these standards if the responsible administrator submits a written request that specifies the reason(s) and appropriate justification for an exception.

## **Revision History\***

12/01/2023: Updated responsible unit email address.

03/01/2023: "Division of Human Resources" changed to "Human Resources."

02/12/2020: Non-substantive title change.

09/2000: Revised.

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### **Source**

**URL:**<https://policy.arizona.edu/employment-human-resources/classification-career-progression>

### **Links**

[1] <mailto:hradmin@email.arizona.edu>