

Draft career ladder for Williamson County test departments:

1. October 2020 - Update wording in the Employee Policy Manual for Career Ladders to include approved career ladders by Commissioners Court.
 - Approved in the budget process and the Oct. 1st through Feb. 15th timeline
2. Department's would have to provide HR with information regarding their career ladder
 - HR developed a form that can be used, or the department can submit self-created document. Document needs to briefly state what is required for movement. No new steps/positions approved. Career ladders would exist with positions in place until after the salary study.
3. Career Ladders approved in Court – Communications and Court Administrators in the Justice Center will continue as previously approved
4. New career ladder test group – IT, Facilities, Infrastructure (includes Road & Bridge and Fleet), and the Tax Office
 - Will bring career ladder before court for approval
 - Non manager/supervisor positions only
 - Movement will not be tenure only, but a mix of coursework/certificates and management discretion regarding ability for higher job responsibilities/technical skills.
5. Career Ladder movement
 - HR provided with documentation (copy of certification, coursework, etc...) to allow movement when required
 - They are merit eligible after 90 days per merit policy outlined in EPM.
 - Employees can jump steps if funding is available and minimums/metrics have been met.
 - No additional funding is provided at this time, outside of current salary surplus and merit policies (10% and 15% rules would apply). No additional funding will be given during the budget process to fund career ladders.
6. Position vacancies
 - This is the area I still need clarification from the Court (Option A or B) –
 - A. When a position is vacated it is dropped back down to entry level for that job family from departments with career ladders. The main concept of career ladders is to promote from within and retain employees. A department would have to show a hardship in recruiting an entry level hire to bring an employee in above level 1.
 - B. The position stays at the grade/title vacated and it is up to department discretion to bring in a more senior or entry level staff person based on business needs.
 - C. One additional note: Can money be moved off positions, under salary surplus, to fund career ladder movement?