

Upward Mobility Program Resource

Sample Message from Director to Managers and Supervisors

From the Director:

As part of the <department's> commitment to recruiting and retaining a talented and diverse workforce, I would like to emphasize to all managers and supervisors of the importance of engaging employees in low-paying entry-level (LPEL) classifications (<list examples of department's LPEL classifications>) who wish to seek growth potential through our Upward Mobility (UM) Program and help them achieve their full career potential.

The UM Program administers the planned development and advancement of employees from LPEL classifications to entry-level technical, professional, and administrative (ELTPA) classifications within state departments. The UM Program assists employees in LPEL classifications in developing their skills and advancing to more challenging and higher paying career opportunities in state service. Program components, include, career counseling, training opportunities, Training and Development assignments, etc.

All managers and supervisors should review the <department's> UM policy and plan for program familiarity. Supervisors should present UM program information to eligible staff members through email, during staff meetings, one-on-one meetings with employees, etc.

All eligible UM program applicants must receive equal consideration for participation. I appreciate your cooperation and assistance in ensuring our employees in LPEL classifications receive support to move forward in their career goals.

For more information about UM, please contact <Name>, <department's> UM Coordinator at ##### or <email>.

Thank you,

Director

*Attach department policy and UM plan