

Upward Mobility Program Resource

Sample Message from Supervisors or Managers to Staff

We encourage eligible employees to participate in the <department>'s Upward Mobility (UM) program. The UM program is designed to give state employees in Low-Paying Entry-Level (LPEL) classifications an opportunity to advance to more challenging, higher-paying classifications.

The <Department> strives to ensure qualified applicants are recruited from all areas of the workforce and that equal opportunity is afforded to all employees for employment and promotional advancement in accordance with the merit principle and applicable employment laws.

<Department> is committed to helping employees achieve their full career potential and UM provides the tools and resources to make that happen. We recognize that helping our employees in their career development will make our department stronger. Attached are our department's UM policy and information.

To learn more about UM and how it may assist you with achieving your career goals, please notify me so we may meet to discuss your goals. Once we have discussed UM options, you are encouraged to schedule an appointment with our department's UM Coordinator, <name>, to begin the process of exploring your career opportunities.

Thank you,

Supervisor/Manager

*Attach department UM plan/guide