

## **Upward Mobility Program Resource: Sample Policy Statement**

*“It is the policy of this department to provide equal employment opportunities and the appropriate career tools to facilitate upward mobility for all qualified employees. This includes developing and setting goals and timetables that reflect the number of employees who are expected to transition from low-paying entry-level classifications to entry-level technical, professional, or administrative classifications. It is also this department’s policy to provide information that will assist employees with achieving their individual career goals.*

*Per California Code of Regulations, title 2, section 599.981, employees who qualify for upward mobility programs are ‘employees from positions in low-paying [entry-level classifications] to entry-level technical, professional, and administrative [classifications]’.*

*However, no employee shall be guaranteed advancement; but rather all interested employees in low-paying [entry-level classifications] shall be given equal consideration to participate in upward mobility efforts based on the criteria set forth in this policy and plan.”*