


Employee Handbook

	Effective Date:	Series Number:
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APPROVED:	Subject: Career Ladder	
Craig E. Aasved, CEO	Supersedes: ALL	

Objective:

To promote growth and learning for Shodair employees. The objective of this policy is to establish guidelines for the advancement of skills and knowledge for employee's eligible to participate in the Career ladder program at Shodair Children's Hospital.

Scope:


Mental Health Technicians
Unit Assistant's
Activities' Assistants

Policy:

Shodair Children's Hospital is committed to creating an environment for our staff where they can learn and grow in their position.

1. New hires in these job classifications need to meet the level 1 requirements by the end of their probationary period.
2. Employees must be good standing to be eligible for the next level in the career ladder
 - No current disciplinary actions
 - Problem Notices
 - Verbal Written warnings
 - Written warnings
 - Formal disciplinary actions
3. Employees interested in advancing levels in the ladder must apply for Level 2 and 3. Employees applying for levels in the career ladder will need to follow the application procedure under the procedure section of this policy.
4. Employees must have been in their current level for a minimum of one year to be eligible to apply for the next level in the career ladder.


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5. Employees deemed to meet the all the requirements for a career ladder level will receive notice from HR within thirty (14) days of the approval to start attending career ladder level classes.
6. Employees that do not maintain their career ladder level will drop to the previous level. There is ongoing maintenance required for each level of the career ladder.
 - An employee that does not maintain their career ladder level will not receive their quarterly stipend
 - If an employee doesn't meet the requirements for two quarterly checkoff's for their career ladder maintenance, the employee will have to reapply for their level.
7. Employees will be rewarded with stipends for achieving a level in the Career ladder. Stipends will be paid according to the level approved. The stipend will be paid quarterly in the first pay period following the quarter close. (applicable taxes will be withheld from stipends)
 - Level 1- No stipend. Required to meet the expectations of probationary period and function as MHT
 - Level 2- a quarterly stipend of \$300.00. This is equivalent to \$1,200.00 a year.
 - Level 3- a quarterly stipend of \$400.00. This is equivalent to \$1,600.00 a year.
8. To receive the stipend an employee must remain employed for the entire quarter.
9. There are levels that require formal education courses for completion. These courses can be paid for upfront by Shodair with an employment commitment by the employee.
10. Employees that change positions will have to start at level 1 of the new positions career ladder. (ex. MHT Level 2 that moved to an Activities Assistant position- the employee will have to start at Level 1 of the Activities Assistant career ladder)
11. The Chief Human Resource Officer reserves the right to make accommodations for employees based on unique circumstances out of the employee's control.
12. Shodair reserves the right to adjust/ update the career ladder policies, procedures, requirements as needed to meet the organizational requirements and change.

Procedure:

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1. Employees wanting to enroll in level 2 or 3 must apply by the deadline to the Clinical Nurse Educator or the HR office.
2. Applications are due on the first Monday in November and the first Monday in May.
3. Applications will be processed within 14 days of being received. HR will notify the employee within 20 days of receipt of their application if they have been accepted to pursue the career ladder level.
4. Once an employee completes the requirements of a level, the employee will submit their checklist to the Clinical Nurse educator for processing.
5. Employees that have been accepted to a career ladder level need to provide their quarterly maintenance check off sheet to the Clinical Nurse educator or HR office by the last day of the quarter.

Deadlines:

Application Deadline-

First Monday in November and the first Monday in May

Quarterly Maintenance form-

Last day of March, June, September, and December