



UVMH PMC Declaration of Intent for Career Ladder Advancement

Name: _____

Date: _____

Current Job Title: _____

Department: _____

Manager's Name: _____

For Employee:

By signing this form, I am formally declaring interest in pursuing advancement along the

_____ Career Ladder. I will work with my manager (or their designee) to find time during working hours* to complete any training and certification(s) required to advance upon the career ladder. I recognize that it is my responsibility to then attend said training and complete all work necessary to obtain the certification(s).

If at any time I decide to no longer complete this process, I will notify my manager in writing as soon as possible.

Signature: _____ Date: _____

For Manager (or designee):

By signing this form, I agree that it is the responsibility of UVMH PMC Management and myself to assist the employee named above by providing adequate time and opportunity during working hours* to complete the training and certification(s) required to advance upon the _____ Career Ladder. All efforts will be made to provide training and certification opportunities within 3 months from the date of this form, unless otherwise agreed. The necessary training/certification(s) include but are not limited to those listed below:

☐ _____

☐ _____

☐ _____

☐ _____

☐ _____

☐ _____

Signature: _____

Date: _____

**Any volunteer work with organizations outside of UVMH will be performed outside of work hours.*

***UVMH PMC will cover the cost of any training or certification(s) required for advancement along the career ladder as determined by the applicable union contract.*