



Career Enhancement/Growth Program (CEGP)

For additional information on the CEGP program, please reference the SEIU 925 or WFSE contract.

Instructions:

This form is for the Career Enhancement/Growth Program only. Submit the completed form, including all required signatures, per the instructions in the CEGP Routing section below. The CEGP applies only to employees represented by SEIU 925 and WFSE whose pay tables include CEGP steps.

Employee Information

Employee Name:		Position Number:
Job Code:	Job Profile:	Department:
Salary Range:	Current Step:	Date of Most Recent Step Increase:

Effective Date for CEGP Increase:

(May be no earlier than 2 pay periods before date signed by Appointing Authority)

Eligible staff (i.e., employees who have been in the same job classification at the highest automatic step or an intermediate CEGP step for a minimum of one year) may qualify for a CEGP step when their skills development, increased productivity, or assumption of higher-level duties have resulted in service enhancements or efficiencies for the department in which they work. **The higher-level duties must be permanent but not otherwise qualify the employee for reclassification.**

This request was initiated by (select one): Employee Supervisor

Statement of Qualifications for CEGP Step

Years of experience in the position/field: Years of service at UW:

Include examples of how the employee's skills development, increased productivity or assumption of higher-level duties has resulted in service enhancements or efficiencies to your department/work area that exceeded those ordinarily expected of an employee in this classification. Employees or supervisors may attach up to three letters of recommendation.

Approval / Denial

Name of Supervisor (print or type):

Supervisor Title:

Signature:

Date:

Approve

Deny

(must select reason(s) below)

Name of Budget Authority (print or type):

Budget Authority Title:

Signature:

Date:

Approve

Deny

(must select reason(s) below)

Select Reason(s) – CEGP Denial Reasons

- Employee has not been at the last automatic step in their pay range or previous CEGP step for a minimum of one year.
- Employee has not developed skills, increased productivity, or assumed higher level duties that resulted in service enhancement or efficiency for the department in which the employee works.
- Lack of budget.
- Corrective action in official employee personnel file.

All CEGP requests must be forwarded through the process regardless of approval or denial at the department level.

CEGP Routing Information

Campus

Employee-Initiated: hrhelp@uw.edu

HR Help Phone: 206-543-8000

Management-Initiated: Attach form to CEGP request in Workday per Request Compensation Change – Staff Campus [User Guide](#).

Medical Centers

Employee or Management-Initiated

UW Medical Center: hruwmc@uw.edu

Harborview Medical Center: hrhmc@uw.edu

All CEGP requests will be reviewed by HR Operations and HR Compensation. HR Compensation will send notification of approval or denial via email to the department.

If an accommodation is needed in the completion and submission of this form, please contact the sponsoring unit.

Revised: 2/12/2025

Human Resources Compensation Office | Campus: uwhrcomp@uw.edu | Medical Centers: medcomp@uw.edu