

Promotion

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Definition

Promotion is a change in status upward resulting from assignment to a position assigned a higher salary grade.

Policy

When it is practical and feasible, a vacancy shall be filled from among the eligible employees; a vacancy must be filled by an applying employee if required by the Promotional Priority Policy. Selection shall be based upon demonstrated knowledge, skills, abilities, and length of service.

Salary Rate

The purpose of a promotional pay increase is to reward the employee for the assumption of duties more responsible and more difficult than those in the current position. Subject to the availability of funds, salary increases, not to exceed the maximum of the range, may be given in accordance with the provisions outlined below.

Equity

Agency management is responsible for assuring that inequities are not created.

Promotion (continued)

Minimum Salary Increase

When an employee is promoted, except when the employee has had a previous reduction in pay grade, increases shall be given as follows:

If an employee's current salary is:	it shall be:	effective on the:
at the minimum rate of the old range,	increased to the new minimum rate, or may be increased by an amount up to 5%.	date employee assumes duties or first day of nearest pay period.
above the minimum of the old range,	increased by 5%. (See exceptions below.)	date employee assumes duties or first day of nearest pay period

For increases of more than 5%, see "Optional Increase of More Than 5%."

Exceptions to mandatory promotional increase:

- (1) If a specific salary rate or limitation is published in advance because of internal salary equity or budget considerations in the receiving work unit or agency, a salary increase above the salary rate posted may not be paid. If conditions change that eliminate the equity problem or if additional funds become available that can be used for this purpose, agency management may consider an additional increase.
- (2) No increase shall be given that would result in a salary above the maximum of the higher salary grade. If the employee's salary is already above the maximum, no increase can be given but the salary may remain above the maximum.

Optional Increases of More than 5%

If it is determined that a salary increase of more than 5% is justified, the amount of increase shall be determined consistent with the employee's related training and experience and the nature and magnitude of the change in jobs, and take into consideration prior performance increases, work unit equity, and any other salary related considerations.

Promotion (continued)

Unless a reduction in grade has occurred as explained under “Promotion Within 12 Months of a Reduction,” the maximum salary increase shall be determined by one of the two following methods:

- in accordance with the policies for New Appointments, or
- up to 5% for each grade provided by the promotion if promoted to a position within the same classification series or occupational group.

When establishing salaries in accordance with the New Appointment Policy, the personnel action forms must explain the related KSA's and years of training and experience that justify the salary decision.

Delayed Optional Increases

If the desired amount of increase is not given on the effective date, increases, up to the full allowable amount, may be given at later dates on a current basis.

Note: If increases are to be given at later dates, a notation must be entered on the form showing the dollar amount of the allowable increase, the amount given, and the balance that may be given later. The personnel actions submitted later must state “Promotion Increase” in the description of action block, which will denote that this is a delayed increase.

If no increase is to be given at a later date, no notation is necessary.

Salary Increase Authorization Cancelled

If a subsequent promotion, reallocation up or down, demotion or reassignment occurs, this cancels the authorization to grant additional increases as a result of the previous promotion.

Promotion within 12 Months of a Reduction

If an employee has been reduced to a lower salary grade through demotion, reassignment, reallocation or salary range revision, but without a corresponding reduction in salary, and within twelve months of the reduction the employee is promoted:

- The employee shall not be entitled to a promotional increase unless the promotion is to a grade higher than the grade held prior to the reduction.

Promotion (continued)

- If promoted to a higher grade, the number of grades in the original reduction shall be considered to have been compensated and shall not be considered in setting the salary if using the method which provides 5% for each grade. With justification, the New Appointment Policy may be used.

Example: If demoted with no change in salary and promoted back to the same level, the salary shall remain unchanged and treated as if the demotion had not occurred; or if promoted back to a level higher than before the demotion, the difference in the grade before the demotion and the new higher grade will be the basis for determining the promotion increase.

Promotion after 12 Months of a Reduction

If an employee has been reduced to a lower salary grade through demotion, reassignment, reallocation or salary range revision, but without a corresponding reduction in salary, and after twelve months of the reduction the employee is promoted:

- It is the decision of management as to whether a promotional increase is given if the promotion is back to a position that is the same or lower than the one the employee previously held.
 - If the promotion is to a position that is higher than the one the employee previously held, the minimum promotional increase is mandatory.
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Special Minimum Rate

Some classes have been assigned a special minimum rate (SMR) as explained in the Salary Range Revision Policy. To administer promotional increases for these classes, follow instructions in one of the three paragraphs below.

Promotion from Class without SMR to Class with SMR

If an employee is promoted from a class for which a SMR has not been implemented by the agency to a class for which a SMR has been implemented by the agency, the employee's salary may be increased (1) by the amount of the promotional increase plus the maximum in-grade adjustment amount (MIA); or (2) if using the new appointment method, use the special minimum rate (SMR) to determine the salary.

Promotion (continued)

Promotion from Class with SMR to Class without SMR

If an employee is promoted from a class for which a SMR has been implemented by the agency to a class without a SMR or for which a SMR has not been implemented by the agency, any MIA balance from the previous class cannot be given.

Promotion from Class with SMR to Class with SMR

If an employee is promoted from a class for which a SMR has been implemented by the agency to another class for which a SMR has been implemented by the agency, the employee's salary may be increased (1) by the amount of the promotional increase plus the difference in the amount of the MIA previously given and the amount of the MIA of the new class; or (2) if using the new appointment method, use the special minimum rate to determine the salary.

Promotion from Class with Geographical Differential to class without Geographical Differential

When promoted from a geographic differential class to a non-geographic differential class, the employee's pay rate must first be reduced. The reduction is the amount of the dollar difference between the current minimum of the geographic differential salary grade and the current minimum of the same class without the geographic differential. Then, increase is determined from the lower salary grade in accordance with the promotion policy.

Promotion from Class without Geographical Differential to Class with Geographical Differential

When promoted from a non-geographic differential class to a geographic differential class, the increase is granted in accordance with the promotion policy.

Performance Increase

If an employee is to receive a performance salary increase (interpreted to mean cost-of-living adjustment, career growth recognition award or performance bonus) on the same day as the promotion, the increase shall be given before the promotional increase.

Promotion (continued)

Temporary Promotion

Temporary promotions may be made when an employee is placed in an “acting” capacity for a specified period of time. At the discretion of management, one of the following may occur:

- The employee may be placed in the higher level position (if vacant) with a promotional increase and with an understanding that the employee will return to the former position and salary when the position is filled; or
- A promotional salary increase may be given in the present position with the understanding that the salary will be decreased when the “acting” capacity ends. The agency shall indicate on the PD-105 the position number, classification, and salary grade for which the employee is serving in an “acting” capacity and the expected duration. The salary may not exceed the maximum of the “acting” salary grade.

The provisions for salary increases for permanent promotions apply; however, the amount of the promotional salary increase shall be determined by the degree of assumption of the higher level duties.

Qualifications

For promotion to another position, the employee must possess at least the minimum recruitment standards, or their equivalent, as set forth in the class specification.

Exceptions

Only with the prior approval of the Human Resources Director and in well-documented cases which involve circumstances such as severe labor market conditions, unusual change in scope of work, extraordinary qualifications, or resolution of serious equity problems will salary increases above that allowed by the above provisions be considered.
