

Promotion Policy

Contents:

§ 1.	Definition	1
§ 2.	Policy	1
§ 3.	Salary Determination	1
§ 3.1.	Use of Pay Administration Policy	1
§ 3.2.	Delayed Optional Increases	2
§ 3.3.	Salary Increase Authorization Cancelled	2
§ 4.	Temporary Promotion	2
§ 5.	Qualifications	3
§ 6.	Approvals and Exceptions	3
§ 7.	Sources of Authority	3
§ 8.	History of This Policy	3

§ 1. Definition

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

§ 2. 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.

§ 3. Salary Determination

§ 3.1. Use of Pay Administration Policy

When an employee is promoted, the new salary will be determined under the steps in the Pay Administration Policy. A salary change on a horizontal transfer cannot create internal salary inequity. See the portion of the Pay Administration Policy on the equity pay factor for further details.

Unless OSHR has provided approval, the in-range adjustment cannot exceed the increase amount established in the agency or university's flexibility authorization.

Documentation for the new salary must be established under the procedures in the Pay Administration Policy. In addition, staff should attach the analyst notes to the OM action in the HR/Payroll System. Universities should maintain documents in their system of record.

Promotion Policy (cont.)

§ 3.2. 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 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.

§ 3.3. 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.

§ 4. Temporary Promotion

Temporary promotions may be made when an employee is placed in, in a higher-level position, temporarily for a specified period of time. At the discretion of management, one of the following may occur:

- When the employee is placed in a higher-level position (that is vacant) with a temporary promotional increase, it is with the understanding that the employee will return to the former position and salary once the position is filled; or
- A temporary promotional salary increase may be given to the employee in their present position with the understanding that the salary will be decreased when the "acting" capacity ends. The agency shall indicate on the Form SAL the position number, classification, and salary grade for the higher-level position for which the employee is serving in an "acting" capacity and the expected duration. The salary may not exceed the maximum of the salary grade for the higher-level position.
- The provisions for acting pay as noted in Section 6.5 of the Pay Administration Policy apply; however, the amount of the temporary promotional salary increase shall be determined by the degree of assumption of the higher-level duties under the steps in the Pay Administration Policy.

Promotion Policy (cont.)

§ 5. 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.

§ 6. Approvals and Exceptions

Any salary actions outside the scope of an agency's flexibility authorization must be submitted to the Office of State Human Resources for review and approval under the process in the Pay Administration Policy.

Any exceptions from this Policy shall be submitted to the Office of State Human Resources under the exception and variance process in 25 NCAC 01A .0104.

§ 7. Sources of Authority

This policy is issued under any and all of the following sources of law:

- [N.C.G.S. § 126-4\(2\),\(6\)](#)
- [25 NCAC 01D .0300](#)

§ 8. History of This Policy

Date	Version
May 16, 1960	Salary of the employee shall be increased to the new minimum or by one step, whichever is larger.
December 10, 1975	Revised competitive services policy to eliminate competitive promotions.
February 1, 1979	Promotion of probationary employees in the competitive service. Recommends that employees whose jobs are reviewed while in probationary status be moved to the new level if they qualify.
December 1, 1983	Provided that upon promotion a salary may be increased by more than two steps if the agency can submit sufficient justification.
April 1, 1984	Allowed that if an employee's salary is above the maximum as a result of a reallocation down, no increase may be given but the salary may remain above the maximum.

Promotion Policy (cont.)

December 1, 1984	Added provision for temporary promotions - employees placed in an acting capacity.
December 1, 1985	Competitive Service provisions deleted.
October 1, 1986	Salary rate provisions revised to allow increase up to difference in salary grade change. Performance salary increase provisions deleted.
December 1, 1986	Definition of promotion revised.
July 1, 1989	Provided exception for promotional increase if it would create inequities or if necessary because of budget considerations, provided the specific salary is published in advance of the promotional offer.
January 1, 1990	Revised to conform to new pay plan - % increase instead of steps, provision for giving part of increase and delaying the rest - must be given within 24 months, must state reason, give balance, etc.
July 1, 1990	Employee must have commensurate training and experience for salary to be increase by more than 5% on promotion. If reduction and subsequent promotion occurs, employee should not get salary increase; however, salary increase may be given if actions occurred as much as 24 months apart.
September 1, 1991	<u>Directly</u> added to related experience.
March 1, 1992	Policy is revised to allow an increase up to 5% for each grade provided by the promotion if the promotion is within the same class series or occupational group, instead of having to qualify for above minimum. If the promotion is to a job in a different occupational group, the current provision would still apply, i.e., has to qualify above the minimum.
December 1, 1993	Clarify the definition of "promotion" and make clear that it involves a change to a higher pay grade and salary. Change the method by which salary increases for promotions are determined.

Promotion Policy (cont.)

	<p>The current policy limits promotional increases to 5% for each grade. New policy also allows salaries to be established by the same policy used for making new appointments.</p> <p>Reduce from 24 to 12 months the time that must lapse before a salary increase can be given after a reduction in grade with no cut in salary.</p>
June 1, 2002	Deletes provision that delayed increases must be limited to three occurrences and must be awarded within 24 months. (Exception Case No. 02-05.)
July 1, 2005	Revised to eliminate "hiring rate" and to change "special entry rate" to "special minimum rate."
April 14, 2022 (effective June 1, 2022)	Removed portion of policy specifying and restricting the size of a salary increase on promotion. Instead, salary should be determined under the new Pay Administration Policy. Removed material on special minimum rates, as that process has been replaced in the new Pay Administration Policy. Moved material on geographic differentials to the new Geographic Differential Policy.

Promotion Policy (cont.)

November 30, 2023	<p>In Section 4 of the policy, entitled “Temporary Promotion”:</p> <ul style="list-style-type: none"> • Updated the first paragraph to clarify that a temporary promotion is when the employee is temporarily placed in a higher-level position, for a specified period. • Updated the language in the first bullet to clarify an employee may be placed in a higher-level position and receive a temporary promotional increase. • Revised the language in the second bullet to allow a temporary promotional salary increase when an employee remains in their present position. • Updated the second bullet to reflect current Pay Administration Policy requirements of documentation and to clarify that the salary may not exceed the maximum of the salary grade for the higher-level position. • Updated the final paragraph to include cross-references to the salary-setting steps in the Pay Administration Policy.
December 12, 2024	<p>Added to Section 3.1, Use of Pay Administration Policy: In addition, staff should attach the analyst notes to the OM action in the HR/Payroll System. Universities should maintain documents in their system of record.</p>