

WS-4: Promotions

WS-4: Promotions

SECTION 1 - POLICY

1. GRADE DETERMINATION.

Employee's salary will be advanced to the grade allocated to the specific position or job the employee is promoted to, as specified in the classification and compensation plan.

2. WITHIN GRADE RATE.

Employees who are promoted normally will receive a pay raise equal to a step increase above his salary in the former grade or the minimum rate established for the new position, whichever is larger.

- a. An employee's salary will not exceed the maximum established for the grade promoted to unless the employee's current salary is red circled.
- b. If a probationary employee is promoted, the following policy applies:
 - (1) If former rate is below the minimum rate for the new grade, the salary will be increased to the minimum rate and the employee's new review date will be computed from the date of promotion.
 - (2) If the former rate exceeds the minimum rate for the new grade, no pay increase will be made until the employee completes his probationary period in the new job. The review date remains the same and the employee is eligible for a pay raise upon completion of the period.
- c. If the employee is scheduled to receive a salary increase in his former grade on the same date as a promotion, then the salary increase will be given before the promotional increase is determined.
- d. When an employee is reduced in grade with no change in salary and subsequently promoted back to the same grade, the salary and review date will remain unchanged.

WS-4: Promotions

3. TEMPORARY PROMOTIONS.

Temporary promotions may be made when an employee is selected to serve in an acting capacity for a period of not less than two months to fill a vacancy authorized at a higher pay grade.

- a. The employee's temporary rate of pay will be adjusted to a level equivalent to what would be earned if the employee received a regular promotion to the higher level. The policy provisions of paragraphs 1 and 2 above will be used to determine the rate of pay.
- b. Upon expiration of the temporary promotion:
 - (1) The employee's pay rate will be adjusted to the former level, plus any pay raises which would have occurred otherwise.
 - (2) An employee's review date will remain unchanged.

4. ADJUSTMENT OF REVIEW DATE.

Unless otherwise indicated above, an employee's review date will be adjusted based on the effective date of his promotion.