

PROMOTION - SUMMARY OF REVISIONS

- 5-16-60 Salary of the employee shall be increased to the new minimum or by one step, whichever is larger.
- 12-10-75 Revised competitive services policy to eliminate competitive promotions.
- 2-1-79 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.
- 12-1-83 Provided that upon promotion a salary may be increased by more than two steps if the agency can submit sufficient justification.
- 4-1-84 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.
- 12-1-84 Added provision for temporary promotions - employees placed in an acting capacity.
- 12-1-85 Competitive Service provisions deleted.
- 10-1-86 Salary rate provisions revised to allow increase up to difference in salary grade change. Performance salary increase provisions deleted.
- 12-1-86 Definition of promotion revised.
- 7-1-89 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.
- 1-1-90 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.

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PROMOTION - SUMMARY OF REVISIONS, Continued

- 7-1-90 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.
- 9-1-91 Directly added to related experience.
- 3-1-92 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.
- 12-1-93 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. 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.
- 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.
- 6-1-02 Deletes provision that delayed increases must be limited to three occurrences and must be awarded within 24 months. (Exception Case No. 02-05.)
- 7-1-05 Revised to eliminate “hiring rate” and to change “special entry rate” to “special minimum rate.”
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