

SECTION 800.17

Promotions

Promotions, unlike transfers, involve an upgrade in position classification, an increase in salary where funds are available, and whenever practicable, they will be made from within. Promotions are made on the basis of merit, and the job requirements, not seniority.

Therefore, to be promoted, an employee must possess the skills and abilities required in the vacant position, and must have performed satisfactorily in his or her former capacity. Promotions are competitive, as it is the desire of the University to place the best qualified person in a vacant position.

When a department head believes he/she has a candidate who because of exceptional training or experience is deserving of more than the posted minimum for the classification or the 10% above the minimum, the department head must request approval from the Vice President and Human Resources as to the amount to be added. In no case is the offer to be made without sufficient departmental funds to meet the requirements of the hire.

1. Salary adjustment upon mid-year promotion.

When an employee is promoted to a position in a classification with a higher minimum rate of pay, the employee will normally be awarded an increase based on years of job-specific experience not to exceed either the greater of 10% above their current rate of pay or 10% above the new pay grade minimum. Determinations of the actual increase should consider relevant factors such as internal pay relationships and the individual's qualifications and experience for the position.

All promotional increases are subject to availability of funding and shall not exceed the maximum of the new grade. Requests for such exceptions must be approved in writing by the appropriate Dean, Vice President, and by the Director of Human Resources.

2. Salary adjustment upon reclassification.

Employees having re-classification requests which result in a promotion, approved effective with the fiscal year shall be entitled to a promotional increase equal to the minimum rate of the new classification or up to a 10% increase. Amounts above 10% will need to be approved by HR and the VP for the area.

Re-classification notifications are made subsequent to raise recommendations from the department so as not to adversely impact the merit pool considerations.