

A promotion of a Staff or Administration employee occurs when that employee moves from a job in a particular classification and salary range to a job in a different classification in a higher pay range or with substantially increased responsibilities.

Pay upon promotion is dependent upon the same factors which affect hiring salary: availability of budget, pay practices within a particular department, ability to recruit and retain employees, applicant qualifications, and special skills. Promotional increases typically are in the 10% to 20% range. If a promotional increase of 20% results in a pay rate below the recommended hiring range for a job classification, the promotional increase may exceed 20% but must be within the recommended hiring range for the new job classification.

A promotion may be the result of reclassification within the same position or appointment to a different position after advertisement and selection. Provisions in the Police Benevolent Association (PBA) Collective Bargaining Agreement also affect the promotion of covered employees. Circumstances involving temporary assignment of duties do not constitute promotions. An employee may be assigned substantially increased duties on a temporary basis due to a special project or a temporary vacancy in another position. Neither of these circumstances constitutes a promotion and pay for such assignments falls within the guidelines for special pay increases (SPI).

Promotional appointments may affect the appointment status of an employee. Staff employees serve a probationary period in the new classification. Administration employees have no formal probation but remain subject to classification change or reassignment.

Promotional increases are generally made effective at the time when the employee is appointed to a new position or when a classification action is approved by Central Human Resources. A delayed pay increase may occur if a department has insufficient funds to grant a pay increase at the time the employee action is taken, and funds will become available at a later date. However, the intent to give the increase when funds are available must be documented at the time of the promotion. Delayed pay increases are effective on the date when they are subsequently approved and cannot be retroactive. An increase given within 12 months of the promotion requires no justification beyond the initial stated intent. Promotional increases are not permitted more than 12 months after the promotion.