

## **Promotions**

Updated: 7/07/2016

### **Purpose**

To outline the procedure to be used to define the process for promotions, and the guidelines to determine the salary adjustment necessary which will occur as a result of the promotion.

Open vacant, benefits eligible positions will be posted in order to allow equal opportunity for all employees to apply for and be promoted into open/vacant position within the University. If a department wishes to promote an employee internally into a position below the Executive Director role, the supervisor and department head should make the appropriate recommendation to the Office of Human Resource as well as follow the process outlined by the Human Resource Advisory Committee (HRAC). For position at the Executive Director and above, the university will exercise the University of Texas System rule 187 with respect to a recruitment campaign.

### **Policy**

It is the policy of the University to provide fair and equitable procedures in promoting a staff employee. This policy will explain the conditions, types or promotion actions, process, and salary adjustment action in the event a classified employee is considered for a promotion.

### **Procedures**

#### **Conditions:**

All staff employees may be eligible for promotion, if they have satisfactorily met all of the following:

- Successful completion of a probationary period of 180 days with no disciplinary action beyond a verbal warning and/or has not been on a performance related action plan as a result of unsatisfactory performance or conduct during the past annual review period in their present position.
- Verification that the employee has been performing satisfactorily in their current/present position by way of the annual performance evaluation.
- Completion of a new Background Check, in accordance with the Criminal Background Check Policy.

#### **Types of Promotions:**

##### **Inter/Intra-departmental Promotion**

An intradepartmental promotion occurs when an active employee in a department/budget entity is promoted into an open/vacant position in a higher salary range within the same department/budget entity. If the department wishes to post their role, the position must be posted for a minimum of five (5) business days.

##### **Internal College/Division Promotion**

An internal promotion occurs when an active employee, within a College or Division is

promoted into an open/vacant position in a higher salary range within the same College or Division.

### **Cross College/Division Promotion**

A cross College/Division promotion occurs when an active employee within the University is promoted into an open/vacant position in a higher salary range in another College/Division within the University by going through the recruitment process. These positions must be posted for a minimum of five (5) business days.

#### **Process for Promotions:**

1. The hiring official must verify that the eligibility criteria for the employee's promotion has been met, including verifying the employee's past work performance with a previous supervisor and the Employee Relations department.
2. The hiring official must follow the normal hiring process guidelines, when the choice to post the position has been made.
3. The receiving supervisor will receive a completed performance evaluation from the employee's current supervisor and collaborate with each other on the forthcoming annual assessment.
4. All promotions must be submitted for approval via the HRAC process to ensure compliance with applicable policies, rules and laws.
5. Any promotional increase must be approved before being communicated to the employee.
6. Once approval is granted, the Director/Manager of the respective departments will determine a mutually acceptable transfer date. When assuming the new job, the start date will be a mutual agreement between the releasing supervisor and the receiving supervisor. The employee does not decide the start date.

#### **Salary Adjustments for Promotions:**

1. When an employee is promoted, the employee's salary may be adjusted as follows:
  - a. To at least the minimum of the higher salary range for classified staff positions;  
or
  - b. To the budgeted salary amount; or
  - c. If already above the minimum of the new salary range, to a level within the salary range or budgeted salary amount that is equitable, based on the promoted employee's related experience, qualifications and the salaries of the other employees in the same position.
2. It is the University's policy to bring an employee to the minimum of the grade level into which he/she is promoted if the previous salary was less.
3. If a promoted employee is already within the salary range of the new position or the budgeted salary amount, then the promotional increase will range from 6% to 10%, depending upon the date of their last increase, which is usually the common review

date. Any recommendation above 10% will require the President or her designees review and approval.

4. When an employee is promoted, his or her next merit increase will be during the annual review process and will be prorated for time in position.
5. If a promotion is being given to an employee during the annual review process, the standard merit increase is calculated first and then the promotional guidelines above would apply. In this case, the promotional increase in the 6% range would be considered, unless the employee is still below the minimum of the new salary range, at which time he or she will be brought to the minimum.
6. Any promotional salary increases not included in this procedure must be in accordance with the current approval process.
7. If the promotion comes during the annual review assessment to be effective between April 1 and September 1 of that year, no merit will be given in addition to the promotional increase.

#### **Applicability**

All Staff Employees.

#### **Definitions**

**Promotion** - A promotion is the appointment of a current, active classified employee to a position in a higher salary range than the one to which the employee is presently assigned. A promotion is also advancement to a position that requires performing accountabilities of significantly increased complexity or responsibility.

#### **Responsible Party**

Associate Vice President, Office of Human Resources