

PROMOTION PAY POLICY

(Classified Civil Service Positions)

A "Promotion" is a change of a permanent employee to a job which is assigned to a pay grade with higher maximum pay. An employee's pay for promotion will be determined based on Civil Service Rule 6.7.

Upon promotion, reallocation, or upward grade level change, the employee's pay shall increase by at least 7 percent.

An increase of more than 7 percent may be requested in situations where pay inequity is a valid issue or where critical skills, exceptional job performance, and/or competitive salary requirements are valid issues that must be addressed in order to maintain departmental operations at required levels. Up to 10.5% may be requested if the employee is given a two grade promotion and up to 14% for a three or more grade promotion. An employee shall not be paid below the minimum of the higher range.

The request must be submitted in writing through the appropriate line of authority to the Chief Business Officer. The request must include a good business reason for approving an increase of more than 7 percent. The Chief Business Officer will determine if funding is available.