

PROMOTION POLICY

PURPOSE: To establish a consistent method for determining salaries for employees who are promoted.

DEFINITION: Promotion: The movement of an employee from one class to another class having a higher maximum salary.

STATEMENT OF POLICY: A promotion must result in a salary that is within the salary range of the new classification.

The salary of a promoted employee may be kept the same OR may be increased by 1% to 9%, as long as the resulting salary is within the new salary range.

In the event the change in pay range maximums is greater than 9%, the salary of the employee may remain the same OR may be increased by 1% to 15%, as long as the resulting salary is within the new salary range.

If an employee is promoting to a Nursing Matrix classification or a supervisory nursing classification, agencies must follow the Nursing Hiring policy.

RESPONSIBILITIES: Agency management is responsible for the administration of this policy. When exercising discretion concerning the percentage of a salary increase, management shall consider the following factors:

The employee's salary history, work experience, education and training; whether the promotion results from reclassification of the position in which the employee is incumbent; whether the employee has previously served in the new classification or in another classification in the same job category and skill level; the number of skill levels between the old and new position; pay ranges of the classifications involved; internal equity; the fiscal condition and policies of the agency and the state.

Agency management is responsible for advising employees of current salary policies and any adjustment to employees' salaries.

Any request for exception to this policy must be made in writing to the State Personnel Director and is also subject to review by the State Budget Agency.

The State Personnel Director retains the authority to approve or disapprove the salary consequences of any promotion.

RELATED POLICIES: Demotion Policy, Lateral Transfer Policy

REFERENCES:

IC 4-15-2.2-26
IC 4-15-2.2-27

IC 4-15-2.2-35
31 IAC 5-1-1(b)(4)
31 IAC 5-2-6
31 IAC 5-3-1
31 IAC 5-5-1

SUPERSEDES: Promotion Policy dated October 12, 2011

EFFECTIVE DATE: August 1, 2012

APPROVAL:



Daniel L. Hackler, Director

Aug. 1, 2012

Date