

PROMOTION

P-1 Type 662 Promotion (Same Agency)

P-1 Type 088 Transfer (Between Agencies)

Requires Approvals by: PA DEPT CERT COMP

- “Promotion” means the acceptance by a non-temporary employee of an offer by an appointing authority to move to a position in a class with a higher pay grade and may involve movement between positions covered by merit system provisions and positions not covered by merit system provisions.
- Non-merit non-contract positions do not require a CERT/BR number.
- Merit covered positions and non-merit contract-covered positions do require a CERT/BR number.
- Employees promoted to a non-contract class may be paid at any rate in the pay grade as long as it does not go over the maximum.
- Employees promoted to a contract class shall receive a 5% pay increase. The employee may receive greater than a 5% increase only to bring the employee up to the minimum of the pay grade of the new job class; otherwise, a Special Pay/Appointment Form (M-40) must be submitted to request an increase greater than 5%.
- All extra pay should be reviewed to determine if they are applicable to the new class.
- If an employee was receiving lead worker pay in their previous position, it should be removed upon promotion, unless an M-40 has been approved for lead worker in the new position.

Administrative Rule 53.6(6)

53.6(6) Promotion. For setting eligibility dates, see subrule 53.7(5).

a. Noncontract classes. If an employee is promoted to a noncontract class, the employee may be paid at any rate in the pay grade of the pay plan to which the employee’s new class is assigned, except as provided in subrules 53.6(1) and 53.6(2).

b. Contract classes. If an employee is promoted to a contract-covered class, the employee shall receive a 5 percent pay increase, except as provided in subrules 53.5(1), 53.6(1), 53.6(2), and 53.6(4).

c. Leadworker. If an employee who is receiving additional pay for leadworker duties is promoted, the pay increase shall be calculated using the employee’s new base pay plus the leadworker pay.

Step Increase Date

The step increase date for promotions will be set to 26 weeks* from the effective date of promotion **if** the employee received an increase in pay upon promotion. If the employee does not receive an increase in pay, the step increase date will remain the same.

Example:

An employee is promoted during the 06/21/2013 pay period from an ITS Spec 4 (Paygrade 32) to an ITS Spec 5 (Paygrade 35) and they receive a 5% increase in pay. The step increase date would then be adjusted to 12/20/2013 (26 weeks from 06/21/2013).

*Employees covered by SPOC will have their step date set to **52** weeks upon promotion.