

ITEM NO. 436-Q-Amended

RE: **Policy concerning adjustment in compensation of employee promoted or reassigned to higher salary group.**

EFF: July 1, 1958 or As Indicated Updated February 5, 1970

On and after July, 1, 1958, any permanent employee in the classified service who, by appointment from a competitive employment list or by reassignment from one noncompetitive position to another, is promoted to a higher salary group shall be placed on the step which provides a salary increase of at least on full increment in the higher range.

The effective date of this increase will be the effective date of such appointment or reassignment.

This policy shall not apply to: emergency, temporary or provisional appointments or reassignments; allocation of an employee from one position to another under the provisions of Section 14-5; or to a second promotion or upward reassignment unless the employee has satisfactorily completed a working test period following the promotion or upward reassignment- immediately preceding. (Amendment approved effective July 15, 1959)

The salary increase provisions of this policy shall apply in the case of an employee who, having been appointed to a trainee classification, is promoted to the next higher class in the occupational series by evaluation upon successful completion of the prescribed training program. (Amendment approved effective August 23, 1968)

The salary increase provisions of this policy shall apply in the case of an employee in the unclassified service who is appointed from an employment list following examination to a position in the classified service in a higher salary grade. (Amendment approved effective August 23, 1968)

This policy is recommended to provide immediate financial recognition of promotions and reassignments involving the assumption of increased duties and responsibilities. It does not apply to reclassifications -which do not result in additional duties or responsibilities.

The receipt of an increase under the provisions of Section 5-208(b) shall not preclude the full step adjustment provided for by this policy. (Amendment approved effective January 13, 1967)

The salary step provided for by this Item shall also be granted in the case of an employee whose rate of pay upon promotion or reassignment to a higher class is at or above the maximum rate of the higher class provided the other conditions of this Item are met. (Amendment approved effective January 24, 1969)

ITEM UPDATED: February 5, 1970