PER-52 Promotion Action Guide

Purpose

The purpose of this job aid is to explain which actions to use for each type of promotion.

Promotion is movement from grade to grade as defined by the graded salary administration promotion policy or for movement from career-band to career-band as defined by the career-banding salary administration promotion policy. The Promotion action should be used only for inter-agency promotions within an agency.

When an employee is being promoted from one Integrated HR/Payroll System agency to another Integrated HR/Payroll System agency, the appropriate action/reason would be Transfer/Agency-to-Agency Promotion.

When an employee who has never been previously employee in the Integrated HR/Payroll System is being promoted from a non-Integrated HR/Payroll System state agency or university to an Integrated HR/Payroll System agency, the appropriate action/reason would be Non-BEACON to BEACON/Transfer-Promotion. If the employee was previously employed with an Integrated HR/Payroll System agency, transferred to a non-Integrated HR/Payroll System state agency or university and is now transferring back to an Integrated HR/Payroll System agency, the appropriate action/reason would be Reinstatement/non-BEACON Transfer Promotion.

Promotions are differentiated from a Reallocation-Up or Career-Progression Adjustment by the change in position number. There should be no break in service before a promotional transfer. Break in service is defined as a separation of 31 calendar days or more.

Transfers between graded and banded classes or vice versa should be coded as Transfer-Grade Band Transfer. Movement between pilot bands, skill-based pay or flat-rate positions should be entered as Transfer-Class/Pay Plan

Change.

Promotion Increase After the Effective Date – This reason applies to graded employees only. The graded promotion policy allows delayed promotional increases to be awarded on a current basis when funds become available. There is no limit on the number of increases or timeframe for awarding the balance. The dollar amount of the promotional balance must be documented on the original promotion action. Promotion balances are cancelled with subsequent personnel actions.

Acting Promotion – This reason is used when an employee is temporarily transferred to a higher-level position. This reason differentiated from the Salary Adjustment/Acting Pay by the change in position number. This is differentiated from the Promotion reason by the temporary duration. An acting promotion must be cancelled before a permanent promotion can be awarded.

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