

SERENITY BEHAVIORAL HEALTH SYSTEMS

SUBJECT: PROMOTIONS
POLICY NUMBER: HR-19-00
EFFECTIVE DATE: January 2009
SUPERSEDES: N/A
LAST REVISION DATE: April 2010

POLICY:

It is the policy of Serenity Behavioral Health Systems (SBHS) to provide promotional opportunities for current employees and to increase the number of leadership positions filled from within SBHS. A promotion is the advancement of an employee from a job on a lower pay grade to a job on a higher pay grade. In order to be eligible for a promotion, an employee must meet the minimum qualifications for the job and any approved special qualifications established for the position.

WORKING TEST:

- I. Classified employees are placed on working test when promoted into classified positions.
- II. Working test is a 12-month probationary period that begins the date of promotion. If classified employees successfully complete the working test period, they earn permanent status in the new job.
- III. The working test period following promotion within SBHS does not affect employees' permanent status in the lower job.
- IV. The employment status of classified employees who transfer from another State agency to SBHS will be affected. Please refer to SBHS Policy HR-53.01 Transfer of Employees for additional information.

SALARY UPON PROMOTION:

- I. Upon promotion, an employee's salary should be raised to:
 - A. A salary on the new pay grade that represents an increase of five percent (5%) or ten percent (10%) if approved by the Chief Executive Officer.
 - B. The job minimum for the new job if it is more than ten percent (10%) above the employee's current salary.
 - C. Exceptions to these salary guidelines are listed below.
- II. An employee's salary upon promotion cannot exceed the pay grade maximum for the new job. If a five (5%) or ten percent (10%) increase will result in an employee's salary

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exceeding the pay grade maximum, the employee's salary may only be adjusted to the pay grade maximum.

- III. If advanced salary hiring has been pre-authorized for a job, the employee's salary may be raised to the authorized salary even if it is more than ten percent (10%) above the employee's current salary.
- IV. In certain circumstances, approval may be requested in writing.
 - A. Examples of appropriate circumstances for requesting salary adjustments upon promotion include the following:
 - 1. Relocation for the good of SBHS that is a hardship on the employee
 - 2. Placement in a program with management/program difficulties
 - 3. Position has been vacant because of extensive recruitment/retention difficulties
 - 4. Special skills of the employee which would enhance the job (Special skills and experience must specifically relate to the requirements of the job.)
 - B. Written approval must be received from the Chief Executive Officer prior to adjusting salaries upon promotion beyond a ten percent (10%) increase or the authorized hiring salary if it is more than ten percent (10%) above the employee's current salary. Salary adjustments should be based on 5%, 10%, and 15%, increments for processing purposes if possible.
 - C. The written approval is to be submitted with the Request For Personnel/Payroll Action Form to authorize processing and for placement in the official personnel file.
- V. An exception is available for use only in unusual circumstances or when funding is not available and positions need to be properly classified. This exception allows employees to voluntarily agree to accept promotions without a salary increase. Requests to use this exception must be forwarded to Human Resources for careful review. Promotions without a salary increase cannot be processed prior to receiving written approval from Human Resources.
 - A. The salary upon promotion cannot be lower than the job minimum for the new job.
 - B. Prior to promotion without salary increase, employees must agree in writing to salary upon promotion.
 - C. Written agreements are to be filed in the employees' personnel files.
 - D. Promotions without a salary increase may be reviewed at a later date, and employees may be considered for salary increases if funding is available and performance in the new job is satisfactory.

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CONDITIONAL PROMOTION:

- I. If a license or certificate to practice is required as a part of the qualifications for a job or position, the Chief Executive Officer (CEO) may determine a permanent or working test employee to be eligible for promotion to the job. The promotion shall be conditional upon acquisition of the required license or certificate.
- II. A promotion under this provision shall not exceed twelve calendar months except when the employee through no personal fault has not had an opportunity to take the necessary examination for licensure or certification. In such case, the CEO, upon written notice to the Commissioner, can extend the promotion for an additional six months.
- III. It will be the responsibility of the Human Resources Manager to advise the employee of the time required for obtaining the license or certificate. In the event the license or certificate is not obtained within the established time requirement or within the maximum time authorized for the conditional promotion, the employee shall be demoted, transferred or separated.
- IV. The Human Resources Manager shall determine whether a candidate possesses the minimum qualifications necessary for promotion to a designated job.

PROCESSING A PROMOTION:

- I. To process a promotion, the position must be properly allocated and budgeted.
- II. The following documentation must be submitted to the Human Resource Department as soon as possible and prior to the effective date of the promotions.
 - A. A completed Request For Personnel/Payroll Action Form

NOTE: A copy should also be maintained in the selection file.

 - B. A completed Application For Employment Form
 - C. The written approval for additional salary increase upon promotion, if applicable
 - D. The written approval for and agreement to accept promotion without salary increase, if applicable

APPOINTMENT:

- I. An appointment packet is required if the employee is being promoted under the following circumstances:
 - A. From another State Agency
 - B. From a County DFCS (127) position to a CSB (377) position
 - C. From a CSB (377) position to a County DFCS (127) position

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REVIEW SECTION:

Committee Chairperson

Date

Committee Chairperson

Date

Committee Chairperson

Date