



**GEORGIA DEPARTMENT OF BEHAVIORAL HEALTH AND DEVELOPMENTAL
DISABILITIES**

Human Resource Policy #1101

PROMOTIONS

EFFECTIVE DATE: July 1, 2009

REVISED: June 16, 2011

REFERENCES: Rules of the State Personnel Board - Rule 478-1-.15 Changes in Employment Status)
Rules of the State Personnel Board - Rule 478-1-.12 (Salary)
Rules of the State Personnel Board – Rule 478-1-.24 (Classified Employees)

It is the policy of the Department of Behavioral Health and Developmental Disabilities to provide promotional opportunities for current employees and to increase the number of leadership positions filled from within the Department. 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.

(Section A)

**WORKING
TEST**

1. **Classified** employees are placed on working test when promoted into classified positions.
2. 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.
3. The working test period following promotion within DBHDD **does not** affect employees' permanent status in the lower job.
4. The employment status of classified employees who transfer from another State agency to DBHDD **will be** affected. Please refer to DBHDD Human Resource Policy #1103 - TRANSFER OF EMPLOYEES for additional information.

(Section B)

**SALARY UPON
PROMOTION**

1. Upon promotion, an employee's salary should be raised to:
 - 1.1 A salary on the new pay grade that represents an increase of five percent (5%), **OR** ten percent (10%) if approved by management.

PROMOTIONS (continued)

- 1.2 The job minimum for the new job if it is more than ten percent (10%) above the employee's current salary.
 - 1.3 Exceptions to these salary guidelines are listed below in this Section.
2. An employee's salary upon promotion cannot exceed the pay grade maximum for the new job. If a five percent (5%) or ten percent (10%) increase will result in an employee's salary exceeding the pay grade maximum, the employee's salary may only be adjusted to the pay grade maximum.
3. If advanced salary hiring has been pre-authorized for a job, the employee's salary may be raised to the authorized hiring salary even if it is more than ten percent (10%) above the employee's current salary.
4. In certain circumstances, approval may be requested in writing (E-mail is acceptable) from Human Resources for a salary adjustment upon promotion. The *REQUEST FOR SALARY ADJUSTMENT* Form may be used for this purpose. (This form is available under the HR tab on the DBHDD Web Site <https://dbhdd.georgia.gov> Examples of appropriate circumstances for requesting salary adjustments upon promotion include the following:
 - 4.1.1 Relocation for the good of the Department that is a hardship on the employee;
 - 4.1.2 Special skills of the employee which would enhance the job. (Special skills and experience must specifically relate to the requirements of the job.)
 - 4.1.3 Placement in an organizational unit with management/program difficulties; or,
 - 4.1.4 Position has been vacant because of extensive recruitment/retention difficulties.
- 4.2 Written approval must be received from Human Resources 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%, 15%, etc. increments for processing purposes, if possible.

PROMOTIONS (continued)

- 4.3 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.
- 5. 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.
 - 5.1 The salary upon promotion cannot be lower than the job minimum for the new job.
 - 5.2 Prior to promotion without a salary increase, employees must agree in writing to the salary upon promotion.
 - 5.3 Written agreements are to be filed in employees' official personnel files.
 - 5.4 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.

(Section C) **PROCESSING A PROMOTION**

- 1. To process a promotion, the position must be properly allocated and budgeted.
- 2. A completed *REQUEST FOR PERSONNEL/PAYROLL ACTION* Form and other documentation must be submitted to the appropriate transactions center as soon as possible and prior to the effective date of the promotion:
 - 2.4 The written approval for additional salary increase upon promotion, if applicable (See Section B, #4); and,
 - 2.5 The written approval for and agreement to accept promotion without a salary increase, if applicable (See Section B, #5).

(Section D) **APPOINTMENT PACKET**

- 1. An appointment packet is required if the employee is being promoted under the following circumstances:
 - 1.1 From another State agency;

PROMOTIONS (continued)

- 1.2 From a position that is not eligible for benefits to a position that is eligible for benefits.
2. The appointment packet must be completed and submitted to the appropriate transactions center no later than the date the employee reports for work in the new job.

NOTE: Appointment packet materials are available on the DBHDD Web Site at:

<https://dbhdd.georgia.gov>

For additional information or assistance, please contact Human Resources.
