

## Guidelines for Promotions

We expect that most promotions within the College will be accompanied by a salary increase, according to the following guidelines:

- **To a higher classification level.** This is called a “level promotion”\* and means the employee is moving to a position with a higher classification level and the salary increase is typically 5-8%.
- **Advancement along an existing departmental hierarchy.** This is called a “progressive promotion”\*\* and the suggested salary increase will be in the 2-5% range.

For either a level promotion or a progressive promotion, the new salary should take into account:

- The employee’s experience
- The market salary for the position and
- Relevant internal salaries.

Promotional increases are separate from and treated differently from merit increases. That is, the timing of the promotion and the amount of the salary increase is not contingent on the annual performance assessment process or guidelines. The Hiring Manager is responsible for the timely communication of the promotion or transfer within a department. The senior staff member is responsible for division/College-wide communication, as appropriate.

\* **Level promotion:** A promotion that reflects movement from a role in a classification level to another role in a higher classification level, such as a movement from level 2 to level 3.

\*\***Progressive promotion:** A promotion that reflects movement through a hierarchy in a single function, reflecting increased competency and contribution through experience. An example could be the move from Accounting Clerk I to Accounting Clerk II because the change requires higher performance quality and expanded responsibility.

**Note:** It is possible that an employee is offered a promotion but that a salary increase is not warranted. This could occur because of the employee’s experience, external market salaries or internal equity guidelines.