

PERSONNEL
PROMOTION

Types of Promotion

Promotion involves the movement of an employee from one salary grade to another and may occur in two ways:

- A. Open Position Promotions, to fill a vacancy in a different position, may occur at any time.
- B. Reclassified positions, based on changes in level of responsibility and/or qualifications, education and experience.

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Open Position Promotions

Promotions can occur at any time that an opening occurs and a current staff member is the successful candidate.

An employee promoted to a new position may not return to his/her previous position. If there is an opening in the previously held position, the employee may apply for that position within the application process.

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Performance Appraisal of Promoted Employees

Employees who receive an open position promotion and whose job performance evaluation falls so as to include both previous and promoted positions in the period since their last evaluation, shall have their performance appraised for the period of time in their new position only and their merit increase prorated for the period of time in the new position

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Salary Adjustment for Promotions

Open position promotion salary adjustments shall equal 5% of the employee's current salary plus a merit increase for the current salary prorated from the last annual evaluation: For example:

Current Salary + Base Increase + Merit Increase = New Salary

Base increase = Five percent of current salary or \$500, whichever is greater

Merit increase = percent increase at last performance evaluation prorated for period since last evaluation and adjusted for the current year's percent adjustment range.

If the new salary determined by this formula does not equal at least the minimum of the new grade, the salary shall be raised to the minimum.

Example of open position promotion salary adjustment using a base increase and merit increase: (Based on 01-02 Guide) A staff member in Salary Grade H with a present salary of \$31,000 is promoted to Salary Grade J on January 1. He/she was last evaluated on June 30 and received a 5 percent merit increase (adjustment range for that year was 0.5 percent, for the current year it is 0-5 percent).

Current Salary	\$31,000	
Plus Base	1,500	5% of current salary
Plus % Adjustment	861	4.5% of midpoint of Grade H (prorated for six months)
New Salary	\$33,361	

The Executive Director may authorize exceptions to the salary adjustment for promotions when it is deemed that the candidate possesses qualifications that equal or exceed those of experienced staff in the same salary grade. The candidate may be paid up to the midpoint of the open position salary grade. The salary to be paid the candidate must be determined prior to acceptance of the promotion.

The Executive Director shall consider the following criteria when exercising his/her discretion under this regulation:

- A. The number of salary grades that the candidate advances on the salary guide.
- B. Previous salary history and merit increases in relation to the candidate's current salary grade

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maximum.

C. Other extenuating circumstances.

In circumstances where a candidate for a position possesses extraordinary qualifications, skills, or talents, the Executive Committee may authorize employment of such candidate above the midpoint of the appropriate salary grade.

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