

***Recommended Step:***

A promotion for exempt and non-exempt staff is the movement from a position in one grade to a position in a higher grade. Placement will be at the minimum of the new grade or at the closest step which provides a 10 percent increase, whichever increase is greater. Anything above this is considered exceptional and requires the proper approvals.

For new hires in a position in a Job Family classification, an executive class position or delegee may approve placement on Step3 of the transition grid through Step 1 of the regular grid, based on applicable criteria which include: 1) exceptional qualifications of the selected candidate; 2) lack of other qualified candidates; 3) consistency with placements of similar staff within the unit.