

Promotions and Position Upgrades

Policy

An employee will receive a promotion and related salary increase when they are appointed to a vacant position which is a higher grade, or when their current position is evaluated and assigned a higher grade.

Procedures

1. Grades 2 to 9:

Upon promotion, an employee's salary will be increased to the greater of the following amounts:

- o to the minimum of the new salary grade range, or
- o by an amount equal to 5% of their current salary for each grade removed up, but not beyond the maximum of the range.

Where a 5% increase results in a salary between range steps, the salary will be moved to the next higher step in the range but not beyond the maximum of the range.

2. Grades 10 to 14:

Upon promotion, an employee's salary will be increased to the greater of the following amounts:

- o between the minimum and the midrange of the new salary grade range, based on type and length of relevant experience, or
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