

# COMMITTEE ON RULES AND LEGISLATIVE ADMINISTRATION

## **Policy on Promotional Adjustments in Job Series**

A House employee who holds a position assigned in a series to more than one responsibility level may be promoted to the next level of the series. An employee who is promoted under this policy shall receive a promotional adjustment. The employee must satisfy the following conditions to receive a promotion:

1. The employee must receive an overall performance rating of meets expectations or better for the job assessment period immediately preceding the promotion.
2. The employee must have at least two years of continuous House employment.
3. The employee must have the equivalent of two years of full-time House service at the current responsibility level or higher.

A department head may award a promotion in a job series to any eligible employee. Awarding of the promotion and the time for implementing the promotion is at the discretion of the department head. The Committee on Rules and Legislative Administration may adopt policies that suspend or restrict the timing and the amount of promotional increases.

An employee who is awarded a promotion in a job series shall receive the larger of the following amounts: the adjustment necessary to pay the employee the minimum salary specified for the new level, or five percent of the employee's salary.

Promotions awarded under this policy may not take effect before October 1, 2019. This policy replaces all prior House policies on promotions.

Date adopted: \_\_\_\_\_

Signed: \_\_\_\_\_

RYAN WINKLER, CHAIR