

POLICY: 4.9.10. (III.H) **Promotions**

Revised: September 28, 2001.

Last Reviewed: September 29, 2022; and June 23, 2005.

Adopted: September 5, 1985.



POLICY:

All promotions shall be based on an employee's demonstrated abilities. The number of years an individual has spent in a present position is only one factor to be considered in recommending an individual for promotion. The level of performance in a present position and ability to carry out the responsibilities of a more responsible position are more important than years of service in the present position.

Salary increases for promotion shall be made for any amount within the employee's applicable salary range. However, managers are accountable for ensuring that their approved personal services budgets are not exceeded.

Individuals shall be considered for a promotion, or a salary increase when the individual has demonstrated the ability to perform assigned functions in an exemplary fashion thoroughly, and this demonstrated ability has been documented.

Under ordinary circumstances, an employee should not be promoted to a vacant position unless the job has been posted either internally or externally and a search conducted per the recruitment and hiring policy. The Commissioner must approve exceptions to the policy.

The Commissioner shall approve promotions at the System Office. The President shall approve promotions in the Technical College.

RELATED AUTHORITY:

O.C.G.A. § 20-4-11 – Powers of Board.
O.C.G.A. § 20-4-14 – TCSG Established; Powers and Duties.
TCSG State Board Policy 4.1.1. – Recruitment and Hiring.