

POLICY: 4.9.10. (III.H)

Promotions

Revised: September 28, 2001

Last Reviewed: 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 completely perform assigned functions in an exemplary fashion 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 in accordance with the policy on recruitment and hiring. Exceptions to the policy must be approved by the Commissioner.

Promotions at the System Office shall be approved by the Commissioner. Promotions in the technical college shall be approved by the President.

RELATED AUTHORITY:

O.C.G.A. § 20-4-11 – Powers of the Board

O.C.G.A. § 20-4-14 – TCSG Powers and Duties

State Board POLICY: 4.1.1. Recruitment and Hiring