

Promotional Salary Increase

Number: D-6

Revision Date:08/01/2022

Original Effective Date: 07/01/2017

1.0 POLICY

The Town of Carolina Beach provides the opportunity for a promotional salary increase to employees promoted through a competitive process.

2.0 PURPOSE

The purpose of this policy is to reward employees for successful promotion to a higher value job requiring the demonstration and application of a higher level of knowledge and skill to provide a means of maintaining equitable salary relationships with other employees based on differences in responsibilities and work assignments.

3.0 SCOPE

This policy applies to all benefit-eligible employees.

4.0 DEFINITIONS

- 4.1 Benefit-Eligible - Full time and part-time employees who are eligible for coverage and participation in the Town's benefit programs in addition to legally mandated coverage. See **Policy on Position Types**.
- 4.2 Promotion – The movement of an employee from a position in a job classification assigned to one salary grade to a position assigned to a higher value salary grade through a competitive process.
- 4.3 Salary Range – the job value the Town is willing and able to pay. The salary range is based on the market value of jobs and internal value to the organization. The salary range is the basis for most salary administration calculations.

5.0 ORGANIZATIONAL RULES

- 5.1 The amount of the Promotional Increase is established annually by the Town Manager as part of the Town's pay administration program and will be included in the memo issued to all Town employees following the adoption of the annual budget by the Town Council.
- 5.2 Hiring Officials may, or may not, choose to award promotional increases.
- 5.3 Only those employees hired at a salary less than the maximum rate of the salary range may be eligible for a promotional increase.

6.0 PROCEDURES

- 6.1 The effective date of all promotions and promotional increases will coincide with the first day of a pay period.
- 6.2 The hiring official will fill the vacant promotional opportunity competitively following required Town policy. See **Policy on Recruitment and Selection**.
- 6.3 When the hiring official has selected a candidate, he should consider the salary increase options covered in this policy. The amount of the promotional salary increase decision should be based on a combination of factors including the employee's credentials for the position, the employee's current salary, the salary range, and the salary relationship to other employees, particularly employees in similar roles.

- 6.4 The hiring official shall seek the guidance of Human Resources when deciding on a promotional salary offer.
- 6.5 All promotional job offers will be presented to the employee in writing. The employee must accept the job offer in writing.
- 6.6 All newly promoted employees will serve a probationary period. See policy on **Probationary and Probationary Salary Increases**.
- 6.8 Employees receiving a promotional salary increase are not eligible to receive a merit salary increase later in the same fiscal year.

7.0 APPENDIX, APPENDICES

- None