

PROMOTIONS

SOURCE: OHIO REVISED CODE 124.31, OHIO ADMINISTRATIVE CODE 123:1-23, & OCSEA/AFSCME BARGAINING UNIT AGREEMENT ARTICLES 6 & 17

CONTACT: OFFICE OF EMPLOYEE SERVICES

Promotions Policy:

1. *Promotion* is movement to a position in a classification with a higher pay range within the same agency. A higher pay range is defined as a pay range in which the first step or the last step has a higher pay rate than the first or last step of the pay range to which the employee is currently assigned.
2. Employees who receive a promotion shall be placed in the step of the new pay range which allows for an approximate four percent increase.
3. Employees must complete their probationary period before applying for promotional opportunities.
4. As exempt vacancies occur, the most qualified employee will be promoted.
5. Non-exempt positions will be filled in accordance with the current OCSEA/AFSCME Bargaining Unit Agreement.
6. The employer maintains the right at any time during employees' probationary period to place them back into their previously held position if they fail to perform the job requirements of the new position to the employer's satisfaction.
7. Pursuant to #6, employees' salary will be reduced to the salary they were receiving before the promotion, except for changes in pay range that may have occurred or any step increase to which employees would have been entitled in the lower classification.
8. Non-exempt employees who accept promotions into exempt positions will be treated as new hires for the purpose of the probationary period and are not eligible to return to their previous position if their performance is unsatisfactory.

See: Conditions of Employment, Probationary Period.

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