

## DHR Guidance: In-Grade Promotions

### Promotion, In-Grade – (DHR Rule 169.04)

*“To reflect unique agency organization design, an agency may choose to request an internal competitive process to recognize the advancement of an employee with permanent status from a position occupied in one classification to a position in another classification having greater points or a unique specialty area, but within the same pay grade. With the approval of the administrator, an ingrade promotion will be treated in all regards as a promotion.”*

Required parameters for each in-grade promotion:

- 1) Requests shall be submitted to the DHR HR consultant and approval granted by the DHR administrator in advance of the recruitment process
- 2) Agency completes a formal departmental promotional recruitment process
- 3) Employee has permanent status and is in the top 25 on the hiring list
- 4) Employee serves a promotional probationary period (Appointment Code: CXR, CXX, or CXY)

The DHR Administrator has approved, on a standing basis, in-grade promotions involving the following four pair of classes which are in the same pay grade and job family (DHR Administrator approval is not necessary but the above required parameters 2 through 4 still apply):

- Child Welfare Social Worker 2 to Child Welfare Social Worker 3
- Dental Assistant 2 to Dental Assistant 3
- ISP Forensic Scientist 3 to ISP Forensic Scientist 4
- ISP Forensic Scientist 3-DNA to ISP Forensic Scientist 4-DNA

In addition, this change reason, “PI – Promotion in Grade”, will populate or reset the probationary appointment date field, and the probationary css hours field will start being populated or reset. The automation of completion of probation will work for the “PI” change reason the same as it does for the “PO – Promotion” change reason.

Note: There is another situation where this change reason, “PI”, could be used when the system does not allow the use of the promotion change reason as described in the following example (this use does not require DHR Administrator approval; please include IPOPS remark stating this is a promotion):

- An employee is on promotional probation in class A, pay grade L, and before attaining permanent status in class A, they vacate class A and start a new promotional probation in class B, pay grade L. Since the old and new pay grades are the same (L), the “PO – Promotion” change reason can’t be used because the system requires the new pay grade to be higher than the old pay grade.

If you have questions about this memo please contact the DHR HR consultant assigned to your agency.

Date: April 2013