Job Family Promotions

Recognizing higher-level work

**Human Resources**

### FACTS
- Over 185 Job Family Promotions were submitted in 2017.
- 196 Job Family Promotions were submitted in 2016.

### WHY
- Facilitates the recognition of employees in jobs allocated to a job family title series.
- To recognize higher-level duties, responsibilities, and accountability through higher job content value, requiring higher level of skills through planned professional development requirements and effort.

### HOW
- Employees being considered for promotion must meet each criteria:
  - Eligibility threshold – length of time at current level,
  - Eligibility threshold – completion of development requirements, and
  - Validation of warranted promotion through demonstration of higher-level duties, responsibilities, and accountability.

### TIPS
- BEGIN TODAY
- Review Tracking Spreadsheet
- Determine if there is opportunity for promotion.
- Contact supervisors.
- Send out Instructions and forms as reminders throughout the month of February and March.

### TIMELINE
- February: Information will be sent to HRLs
- February: Deans, Division Heads, & Directors will receive communication
- March: JFPs will be due to HRL

### HRL PARTICIPATION
HRLs will be asked to review and verify employees’ eligibility for promotion, review and validate promotional justifications, and summarize the requests on a tracking spreadsheet provided for your department.

### TRACKING SPREADSHEET
The JFP Tracking Spreadsheet will collect information for each JFPs in one location. It will offer ability to analyze and keep track of promotions for the division and departments.

### CONTACT
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Track the spreadsheet

- Each HRL will receive a spreadsheet to keep track of Job Family Promotions.
- The spreadsheet includes employees in a job family that are eligible for a promotion based on job code only.
- Eligibility of the length of time at current level within the job family series will need validation. In addition, validation of the warranted promotion through the employee’s demonstration of higher-level duties, responsibilities, and accountability must be reviewed.
- HRLs will only complete information in two columns on the spreadsheet:
  - Complete the drop down yellow column receiving JFP yes/no?
  - Fill yellow column proposed job code by typing in the job code that is proposed for promotion i.e. AA02B
  - You must include the job code and letter to populate the blue columns.
    - All information in the blue columns will auto populate and cannot be changed. Salary and percentage increases will calculate.
- Please review each employee on your list to ensure all employees have been considered for promotion.
- If an employee is missing from your list, add the employee’s information in a blank row.
- Please utilize the last column, comments, to make notes on any JFP.