



JOB FAMILY PROMOTION PROGRAM

Reminder

March 8th Deadline Fast Approaching

Information on this page was current as of the day of publication. For the latest information contact your Human Resources Liaison or Human Resources.

Purpose – Recognizing employees who demonstrate significant increases in job value:

The job family promotion process facilitates recognizing those employees who work in jobs allocated to a job family series and are performing higher levels of work (*job content value*) requiring higher levels of skill (*through planned professional development requirements*) and effort (*complexity, scope, difficulty*) without the need to submit a reclassification review request to Human Resources. Please note: the availability of an additional level within the employee's current classification title series does not, on its own, indicate that an employee should be promoted; rather, there is potential for a promotion consideration. Employees being considered for promotion must meet each of the following criteria:

1. **Eligibility threshold #1** - the length of time at current level within the job title series, AND
2. **Eligibility threshold #2** - the completion of development requirements for the next higher level within the title series, and their supervisor's performance development expectations, AND
3. **Validation of warranted promotion** - through the demonstration of the higher level duties, responsibilities, and accountability, as specified in their job descriptions.

HR Liaisons should coach supervisors on the purpose and intent of the Job Family Promotion process, and reinforce the importance of validating the employees' execution of higher level duties, responsibilities, and accountability as specified on their job descriptions.

NEW THIS YEAR: Submission Deadline – submit requests to your **Human Resources Liaison** by **March 8, 2017**.

Budget Office funding message – New budget model reinforces importance of validating significant increases in job value:

“As we continue the transition to a budget model that provides autonomy to all units in addressing priorities within their existing budget parameters, funding for job family promotions will be sourced at the local level (i.e. there will be no funding provided for any area.) As such, there will not be any additional funds placed in academic or central unit budgets for job family promotions in the FY18 budget process. It is expected that units will continue to assess the needs for promoting someone within a job title series due to increased responsibilities and work to re-prioritize existing funds to address those needs.”

Questions and comments about funding for the Job Family Promotion Program can be directed to Budget Services at 844-5852. You can also contact your Human Resources Liaison or Human Resources at 844-4145 or univhr@auburn.edu.