

A promotion of a Staff or Administration employee occurs when that employee moves from a job in a particular classification and salary range to a job in a different classification in a higher pay range or with substantially increased responsibilities.

Pay upon promotion is dependent upon the same factors which affect hiring salary: availability of budget, pay practices within a particular department, ability to recruit and retain employees, applicant qualifications, and special skills. In addition, the promotional salary may be affected by the amount of difference between the relative pay ranges of the jobs and the employee's pay and performance history at USF. Promotional increases typically are in the 10% to 20% range. All such increases fall under formal delegated authority guidelines.

A promotion may be the result of reclassification within the same position or appointment to a different position after advertisement and selection. Provisions in the Police Benevolent Association (PBA) Collective Bargaining Agreement (see FIND IT) also affect the promotion of covered employees. Circumstances involving temporary assignment of duties do not constitute promotions. An employee may be assigned substantially increased duties on a temporary basis due to a special project or a temporary vacancy in another position. Neither of these circumstances constitutes a promotion and pay for such assignments falls within the guidelines for special pay increases (SPI).

Promotional appointments may affect the appointment status of an employee based upon rules and procedures which are explained in the appointment procedures (see FIND IT). Staff employees serve a probationary period in the new classification. Administration employees have no formal probation, but remain subject to classification change or reassignment.

Promotional increases are generally made effective at the time when the employee is appointed to a new position or when a classification action is approved by Human Resources. A delayed pay increase may occur if a department has insufficient funds to grant a pay increase at the time the employee action is taken, and funds become available at a later date. However, the intent to give the increase when funds are available must be documented at the time of the promotion. Such increases are not retroactive, but are effective on the date when they are subsequently approved. An increase given within 12 months of the promotion requires no justification beyond the initial stated intent. Promotional increases are not permitted more than 12 months after the promotion.