Promotional Practice

Original Implementation Date	April 12, 2012	Approved by	CAO & Senior Management Team
Date of Last Revision		Approved by	
Effective Date of Last Revision		Approved by	

1 - Business Practice Name

Promotional Practice

2 - Purpose

3 - Scope

This applies to all non-union HRM employees.

4 - Definitions

Promotion - in the context of this document, promotion is defined as the movement of an employee into a permanent non-union position with a salary band that has a higher maximum salary than the employee's current HRM position. A promotion does not require moving into a position with supervisory responsibilities.

5 - Procedures

The Senior Human Resources Consultant will forward a Non Union Salary Recommendation form to the Compensation Consultant in Human Resources. Using the Non Union Compensation Model, the Compensation Consultant will make a recommendation on the salary range to be offered to the employee in the new position. The promotional increase can be up to 10% or appropriate position in range, as applicable. The salary increase shall be effective the date the employee is placed into the permanent position.

In the event the business unit has a need to offer a salary amount greater than that recommended by Talent & Total Rewards, the business unit will be required to present the reasons for the higher salary to the DCAO for approval. The recommendation provided by Talent & Total Rewards will also be presented to the DCAO for their consideration.

Please note that base salary is defined as the employee's base annual salary

excluding any additional amounts provided for acting assignments, compression, special duties, night shift premium, or other such amounts as may be provided for from time to time.

It is important to note that the costs associated with a promotional increase must be funded out of the applicable business unit's existing annual budget.

6 - Related Policies and Practices

Non-Union Compensation Toolkit

7 - Contact

Manager of Talent & Total Rewards, Human Resources