

CITATION REFERENCE

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A promotion is the shift of an employee from one job title or position to another having more responsible duties or involving more skill and generally associated with a higher minimum rate of pay. To be promoted, the employee must meet the minimum job qualifications or minimum hiring standards required by the new job title or position. An employee affected by a promotion may be subject to a background check.

HUMAN RESOURCES ADMINISTRATIVE MANUAL
CLASSIFICATION, COMPENSATION, AND PAYROLL: PROMOTIONS

- **Minimum Hiring Standard:** The minimum threshold of education and experience required to perform a given job.
- **Reclassification:** A change in a position that results in the position being assigned to a