

HR Position Change Approval Guidelines – For Filled Positions

Minimum Requirements:

- The employee must not be serving in the first twelve months of employment.
- The employee must not be in the probationary period.
- The employee must not have had any discipline resulting in corrective action in the current or previous calendar year. *

**If you have any questions, please contact your HR Business Partner.*

Other factors that managers should consider when recommending an employee for a salary increase:

1. Length or frequency of outstanding performance.
2. Overall significance or importance of the employee's work products to the organization.
3. The frequency of outstanding performance or unique contribution is demonstrated. For example, an employee who routinely demonstrates exceptional performance and performs special projects on an ongoing basis, as compared to an employee who completes a one-time special project.
4. The employee has job duties that are important to the organization that were newly assigned or evolved from their originally assigned job duties. The new job duties are greater scope, impact and/or complexity compared to previous functions.
5. The employee has acquired additional skills that are both specialized and critical to carrying out the functions of the position.
6. Other related criteria:
 - a. Length of service without receiving an advancement through the pay range
 - b. Attendance/Tardiness
 - c. Frequency of performance ratings above "meets expectations"
7. Preference should be generally given to lower salary employees. Departments may use personnel change funding to retain managerial employees or address equity issues within a job classification.