



Corporate Policy Manual

Sub Topic:	Promotions, Transfers, Secondments and Acting Assignments	Policy No.	HR.9-04
Topic:	Compensation	Employees Covered:	All Non-Union Regular Full-Time and Regular Part-Time Employees
Section:	Human Resources	Council Adoption Date:	June 25, 2007
Effective Date:	September 15, 2003	Revision No:	Date:
		001	June 18, 2007

Policy Statement & Strategic Plan Linkages

The Town of Newmarket is committed to employee continuous improvement and staff development through competitive and development processes. Promotions, transfers, acting assignments and secondments give employees the opportunity to continue to contribute to the Town in different roles providing for individual experience, professional growth and career development.

Purpose

The purpose of this policy is to:

- Provide standards and procedures for ongoing salary administration processes with respect to promotions, transfers, acting appointments and secondments.
- Support consistent, fair and equitable staff development opportunities and salary practices.

Definitions

Promotion

Occurs when an employee is successful in obtaining a position in a higher pay grade.

Lateral Transfer

Occurs when an employee is successful in obtaining a position within the same pay grade.

Transfer to a Lower Graded Position

Occurs when an employee is transferred to a lower graded position either at the request of the employee or the employer.

An employee who transfers to a lower graded position may result from circumstances beyond the employee's control such as:

- Reclassification;
- Re-assignment of duties;
- Workplace accommodation.

Refer to Position Administration Policy HR.9-07 for more information.

Acting Assignment

An employee is assigned on a temporary basis, to carry out the full or substantial key duties of another approved position. Acting assignments known to be over 3 months must be posted internally and follow the standard recruitment process.

Secondment

An employee assigned on an interim basis to a project-related, contract or developmental opportunity. Secondment opportunities known to be over 3 months must be posted internally and follow the standard recruitment process.

Recruitment Exceptions:

The CAO, in consultation with the Manager of Human Resources, reserves the right to waive the posting process in situations that may include organizational realignment or secondment opportunities that relate to professional development. In this instance, the Commission or hiring department will make an announcement to all staff notifying of the appointment on or before the effective date. Appointments to positions in a grade 10 or above (on the Town's salary scale) may be made at the discretion of the CAO in consultation with the Manager of Human Resources.

Procedures

Promotion:

1. The promoted employee receives an increase, on the effective date of the promotion, to the pay grade established for the position only if they are qualified to perform the full range of duties.
2. A promotional increase shall be a minimum of five (5) % of an employee's salary at the time of promotion and sufficient to bring the employee's salary at least to the first level of the new pay grade taking into consideration circumstances such as a change in the hours of work (35 to 40 hours per week or vice versa). Commissioners/Directors may authorize a promotional increase to a maximum of 20%.
3. If the employee's annual level increase will occur within 90 days of the effective date of the promotion, the promotional increase shall be calculated on the employee's anticipated annual level increase.

4. Employees shall be entitled to normal salary progression within the new salary range, based on satisfactory performance; therefore, the promoted employee's anniversary date for salary purposes shall change to the effective date of the promotion.

Lateral Transfer:

There shall be no adjustment to salary in a lateral transfer and no change in the anniversary date for purposes of salary progression.

Transfer to a Lower Grade Position

1. Where the employee's rate of pay is less than the maximum (job rate) of the new pay grade he/she shall retain their salary rate if such exists in the new pay grade or, if such rate does not exist he/she shall be paid at the next highest rate (closest rate that maintains the employees rate of pay) in the new pay grade.
2. When an employee voluntarily applies for a lower graded position and is successful through the job posting and selection process or voluntarily accepts an appointment to a lower graded position, red circle protection rate does not apply.
3. The employee's anniversary date shall change to the effective date the employee commences in the new position.

Acting Assignments and Secondment Opportunities

All posted acting assignments and secondment opportunities known to be over 3 months, must follow the recruitment and selection process as outlined in the Recruitment and Selection Policy HR.12-01.

Postings shall include an overview of duties, start and end dates. Employees obtaining acting assignments and responsible for the full duties of the regular position, shall receive a salary adjustment to the applicable pay grade.

Employees who take on partial responsibilities in an acting assignment shall receive a temporary salary adjustment as per the Adjustments to Temporary Salary Rates HR.9-06. Employees participating in any acting assignment or secondment opportunity will remain in the Town's current performance review process, as applicable.

RESPONSIBILITIES:

Responsibilities of Employee:

Employees are responsible to:

- Seek opportunities to contribute to the Town in different roles providing for individual experience, professional growth and career development.
- Inform themselves of recruitment opportunities as they are posted.
- Be aware of this and other corporate policy, applicable legislation as amended from time to time.

Responsibilities of Employer:

Commissioners/Directors/Managers are responsible to:

- Ensure that the Town's Recruitment and Selection Policy HR.12-01 is applied in making the appropriate candidate selection for promotion, transfer, secondment and acting assignment decisions.
- Consult with Human Resources to review the circumstances regarding transfer of an employee to a lower graded position or any situation where the outcome may result in red circling.
- Ensure consistent application and compliance of the procedures outlined in this policy, related policies and legislation, to ensure transparency and equity in the recruitment and selection process.
- Provide written documentation supporting a recommendation of a promotional increase greater than standard promotional formula.

Human Resources are responsible to:

- Provide advice and guidance with respect to this policy and its application, and other related policies, to ensure consistent application and a transparent and equitable process.
- Work with the Commissioner/Director/Manager to develop options with respect to proposed and amended job descriptions, etc. as applicable.
- Maintain appropriate employee selection documentation and ensure that appointments are in compliance with employment legislation and applicable policy.
- Provide assistance in addressing employee promotion, transfer, secondment and acting assignments issues and/or outcomes.

Cross References

Salary Administration HR.9-01

Red Circle Rates HR.9-05

Adjustments to Temporary Salary Rates HR.9-06

Position Administration HR.9-07

Recruitment and Selection HR.12-01