

Office of Personnel Management

Policy

Policy Title: Promotion	Policy Number: 20.10
Citation: Arkansas Code Annotated § 21-5-214	Forms: None

Specific Provisions

An employee who is promoted shall receive the maximum annual salary for which he or she is eligible as follows:

1. For a promotion to a position of a higher grade on the same pay plan, the employee's maximum rate of pay shall be increased by ten percent (10%).
2. For a promotion from a position on the career service pay plan to a position on the professional and executive pay plan, the employee's maximum rate of pay shall be increased by twelve (12%).

An employee who upon promotion is receiving a rate of pay below the lowest entrance pay level established for the new grade shall be adjusted to that lowest entrance pay level for that grade; however, an employee's rate of pay upon promotion shall not exceed the maximum pay level of the grade assigned to the classification, unless the employee is eligible for the career pay level on the career service pay plan.

When an employee promotes to a different agency or institution, the originating agency or institution must pay all accumulated compensatory time and overtime to the employee at the time of transfer.

Non-exempt employees promoting to an exempt classification must have all accumulated compensatory time and overtime paid at the time of transfer.

January 13, 2011