

Promotional Increases within the Step Schedule  
*If someone is promoted how do I calculate the increase?*

Types of Promotions/Transfers:

**1. A Lateral Transfer:**

Result in:

- (a) No Step change and no pay change for employees that are within the Step schedule.
- (b) No pay change for employees above Market Rate.

**2. One Grade Promotions:**

In Step Schedule:

- (a) A move one grade level higher but the employee remains in the same Step number that they are currently in. **Example:** Employee is promoted from a Grade 108 to a Grade 109. The employee is at Step 3 of Grade 105; this employee will now be at Step 3 of Grade 109.

Above Midpoint:

- (b) Employees above Midpoint of their grade will receive the percentage between the two grades increase for a 1 grade promotion. If this percentage increase brings the employee back into the Step schedule of their new grade, they will then be placed into the closest Step for their new grade

**3. Two Grade Promotions:**

In Step Schedule:

- (a) A move two grades higher and one Step lower than current Step. **Example:** Employee is promoted from Grade 108, Step 5 to Grade 110. Employee will move two grades and will move one Step back in new grade. Employee will then be at Step 4 of Grade 110.

Above Midpoint:

- (b) A 7% increase for employees above Midpoint of their grade. If this percentage increase brings the employee back into the Step schedule of their new grade, they will then be placed into the closest Step for their new grade.

**4. Three Grade Promotions:**

In Step Schedule:

- (a) A move three grades higher and two Steps lower than current Step.  
**Example:** Employee is promoted from Grade 108, Step 5 to Grade 111. Employee will move three grades and will move two Steps back in new grade. Employee will then be at Step 3 of Grade 111.

Above Midpoint:

- (b) An 8.5% increase for employees above Midpoint of their grade. If this percentage increase brings the employee back into the Step schedule of their new grade, they will then be placed into the closest Step for their new grade.

**5. Four Grade Promotions:**

In Step Schedule:

- (a) A move four grades higher and three Steps lower than current Step.  
**Example:** Employee is promoted from Grade 108, Step 5 to Grade 112. Employee will move four grades and will move three Steps back in new grade. Employee will then be at Step 2 of Grade 112.

Above Midpoint:

- (b) A 10% increase for employees above Midpoint of their grade. If this percentage increase brings the employee back into the Step schedule of their new grade, they will then be placed into the closest Step for their new grade.

**Examples:**

Grade	108	109	110	111	112	113	114	115	Grade
1	16.1240	16.6077	17.1060	17.6191	17.9646	18.6832	19.4305	20.2078	1
2	16.6999	17.2009	17.7169	18.2484	18.6704	19.4172	20.1939	21.0016	2
3	17.2757	17.7940	18.3278	18.8777	19.3761	20.1512	20.9572	21.7955	3
4	17.8516	18.3871	18.9387	19.5069	20.0819	20.8851	21.7206	22.5894	4
5	18.4274	18.9802	19.5497	20.1362	20.7876	21.6191	22.4839	23.3833	5
6	19.0033	19.5734	20.1606	20.7654	21.4934	22.3531	23.2472	24.1771	6
7	19.5792	20.1665	20.7715	21.3947	22.1991	23.0871	24.0106	24.9710	7
8	20.1550	20.7597	21.3825	22.0239	22.9049	23.8211	24.7739	25.7649	8