

## Internal Promotion Pay Scale Alignment Form

### Purpose:

This form is used to evaluate and document appropriate pay scale placement for internal promotions. It ensures alignment with compensation policies based on the employee's expanded duties, increased scope, and relevant, verifiable experience.

### Section 1: Employee & Position Information:

Employee Name:	<u>Sam Houston</u>	Current Position:	<u>Admin Assistant</u>
Current Grade   Step:	<u>14</u>   <u>7</u>	Current Pay:	<u>\$22.65</u>
Proposed Position Date:	<u>09/05/25</u>	Proposed Position:	<u>Office Manager</u>
Grade & Step Alignment:	<u>30</u>   <u>4</u>	Promotion Policy Calculation:	<u>\$24.92</u>

### Section 2: Basis for Promotion:

Summary for the promotion: job changes, leadership roles, additional responsibilities, and demonstrated readiness for advancement:

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### Section 3: Experience & Performance Summary:

Discussion Criteria	Examples or Evidence		
1. Experience in Current Role	RTV was considered when hired, step increases account for increase.		
2. Readiness for Higher-Level Responsibilities	Y?/N? - Provide examples/evidence to support decision.		
3. Leadership or Team Contributions	Anything beyond what is expected, essential duty of current role.		
4. Relevant Certifications or Training	Part of PFA process, does it prepare you for current role or future roles?		
5. Exceptional Performance or Initiative	Typically stand out in current role, ready for promo and exhibiting additional traits for next level?		
6. Prior External RTV Not Previously Applied	6 years management at ABC Company not previously considered for Admin Assistant role as management wasn't relevant to first role.		
<b>TOTAL Prior RTV Not Considered:</b>	<b>6</b>	<b>Additional, New-RTV:</b>	<b>3</b>

### Section 3: Additional Summary/Justification for Proposed Pay:

Summary comments to support recommended pay that differs from the calculated promotion policy calculation:

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### Section 4: Final Wage Recommendation – Promotion is not final until all approvals are received.

Recommended Grade, Step & Promotion Wage: Grade: 30 | Step: 7 | Starting Wage: \$26.15 ☐ Hrly | ☒ Salary

### Section 5: Approvals

#### Supervisor / Manager:

Name & Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Department Director (if applicable):

Name & Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Human Resources:

Name & Signature: \_\_\_\_\_ Date: \_\_\_\_\_

☐ Verified eligibility and internal equity ☐ Pay level approved for promotion

#### Finance / Budget Officer:

Name & Signature: \_\_\_\_\_ Date: \_\_\_\_\_

☐ Funding source and salary budget confirmed ☐ Pay level approved for promotion