

ANNUAL PROMOTION PROCESS

The JSA/JLab promotion process is designed to assure the consistency of promotion standards across the Lab, equitable treatment of employees, and compliance with applicable laws and regulations.

It is the policy of JSA to ensure that positions are classified and compensated regardless of race, color, religion, ethnicity, sex, sexual orientation, gender identity, national origin, ancestry, age, disability or veteran status or on any other basis prohibited by federal, state, or local law.

HR

HR reviews all proposed promotions. Promotions from non-exempt to exempt are reviewed for compliance with the Fair Labor Standards Act.

Technical Review Committees

The Technical Review Committee (TRC) reviews promotion proposals for scientific and technical positions. This group provides the technical expertise to evaluate the proposals for positions where the scientific/technical abilities and output of the employee are key to determining the appropriate classification level. The TRC review process requires a significant commitment of time and resources. The members of the TRC are appointed by division heads.

The Technical Review Committees are:

- Scientist – Accelerator
- Scientist - Nuclear
- Computer Scientist
- Engineer & Associate Professional
- Technician

Promotional Process

TRC

TRCs only review the proposed promotion levels listed below:

Scientist:	Scientist III	Sr. Scientist	Pr. Scientist	
Computer Scientist:	Comp Sci III	Sr. Comp Sci	Pr. Comp Sci	
Engineers:	Engineer III	Sr. Engineer	Pr. Engineer	
Assoc. Professionals:	AP I	AP II	ESM	
Technicians:	TECH II	TECH III	Sr. TECH	Pr. TECH

TRC's will review lateral reclassifications from one technical/scientific family to another to ensure consistency.

HR reviews all proposed promotions submitted to the TRCs.

Non-TRC

The following promotion proposals are reviewed in the respective divisions:

Scientist II	Engineer II	Computer Scientist II
Sr. Skilled Trades	CF II & III	
AS II, III, & IV	SA II, III, & SSA	

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HR reviews all proposed promotions.

Rationale:

- Promotions from level I to level II in the Scientist, Computer Scientist and Engineer series are fairly routine and therefore do not require committee review.
- HR will review promotions from nonexempt to exempt status to assure compliance with the Fair Labor Standards Act.
- HR will review promotions in the administrative and support positions to assure consistency and avoid “grade creep”.
 - HR will consult with Division Heads on final promotion approvals to maintain consistency.

Required Documentation:

- A cover memo justifying the promotion
- Comparison of position vs. the factors in the appropriate Skills Matrix (forms are available on the Human Resources/Compensation website)
- A new position description to reflect changes in the job scope (forms are available on the Human Resources/Compensation website)
- The performance expectations for the person being proposed for promotion.
 - The expectations will provide more job specific information and reduce the need to interview supervisors.
 - Only submit the expectations for the current year.
 - Do not submit other portions of the performance review.
- The last two performance ratings
- Job Content Questionnaire (for Exempt positions only)
- Three external letters of recommendation (only for scientists)
- An up-to-data curriculum vitae (only for scientists)

*****Templates/Forms for the first five requirements are available on the Human Resources/Compensation website*****

Process Flow:

- Supervisor prepares the promotion proposal package (see above)
- For promotions requiring division level review only:
 - The packages are submitted to Division Head
 - Division forward copies of promotion documentation to HR
- For packages requiring further review (TRC or HR):
 - Division Head reviews the proposed promotions
 - Promotions that the Division Head supports are forwarded to HR
- Committees:
 - HR distributes promotion packages to the Committees
 - Review the proposals
 - Send recommendations to the Division Heads and HR
- HR reviews the packages and informs divisions of their evaluation
- Final approval for all proposed promotions
 - Division Head reviews proposed promotions and recommendations from the Committees and HR
 - Division Head decides which promotions they will approve
 - The Division Head and HR approve all promotions