

# **CHAPTER 335 MERIT STAFFING PLAN**

## **APPENDIX C TEMPORARY PROMOTIONS**

1. **PURPOSE.** Fluctuations in the workload and/or the workforce, which are not expected to be permanent, may require supervisors and managers to make adjustments in the organization's position structure. A temporary promotion is one way to make the adjustment.

2. **DISCUSSION.** A temporary promotion is a change of an employee to a position at a higher pay level for a specific period of time. A summary of the general regulations governing temporary promotions are as follows:

a. Temporary promotions for 120 days or less may be made noncompetitively.

b. Temporary promotions to higher grade positions may be made noncompetitively for up to 179 days in an organization undergoing base closure or a major civilian reduction.

c. A temporary promotion must have a definite time limitation of no more than five years unless an extension is authorized by the Office of Personnel Management. Activities must provide employees with advance written notice of the conditions of the time-limited promotion.

d. A temporary promotion may be made permanent if it was originally made under competitive procedures and the fact that it might lead to a permanent promotion was made known to all potential candidates.

e. A temporary promotion for more than 120 days represents an assignment, which becomes subject to the performance appraisal process described in Chapter 430 of this manual. Employees temporarily promoted for such an extended period should be advised of the performance standards of the position and that actual performance is subject to the evaluation process.

### **3. PROCEDURE**

a. A Request for Personnel Action (RPA) is the document, which should be submitted to HRO Norfolk to request or extend a temporary promotion. If the promotion is for 120 days or less, the name of the employee to be promoted should appear on the RPA. If the action is to be competitive because the duration exceeds 120 days, then the RPA should so indicate.

b. No documents are required from activities to terminate a temporary promotion on the scheduled expiration date. The action will automatically be processed.

c. If a temporary promotion is to be terminated prior to the scheduled date, submit an RPA should be submitted specifying a new date to end the promotion.