



Subject	EXEMPT EMPLOYEE PROMOTION OR TRANSFER (formerly titled "5.02 Promotion – Admin Staff")
Procedure Section	3 Salary Administration
No.	3.04
Exempt Employment Policy References	Administrative Section 7 (Promotion and Transfer)
Collective Agreement References	Not Applicable
Forms & Other Reference Material	
Status of Approval	Approved 25-Apr-2013 Margo Kendal

PROCEDURE:

Exempt employees who are transferred or promoted to a position in a higher level on a continuing or continuing term appointment will be placed at the Step 1 for the position. If their previous salary is higher than Step 1 of the new salary range, the Exempt employee will be placed at a step of the salary range nearest their current salary that provides an increase.